



Garfield Road, Addlestone
Surrey, KT15 2NP
Tel: 01932 847674
Email: office.darleydene@lumenlearningtrust.co.uk
Website: www.darleydeneprimary.co.uk

Executive Principal: Mrs Mary Ellen McCarthy MA; Ed.M
Headteacher: Mrs. Zoë Devonport BA (Hons) QTS; NPQSL

Friday 23rd January 2026

Dear Parents

Parent Governor Election

On behalf of the Darley Dene Governors I am writing to inform you that there is 1 vacancy for a Parent Governor to serve on our Local Governing Body. I would like to invite you to consider standing for election as a Parent Governor or, if you wish, to nominate another parent.

Local Governing Bodies are important for the running of schools and assisting the Board of Directors decision making, by enabling more detailed consideration, to ensure the school is meeting the pupils' needs effectively. The Local Governing Body meets once each term and governors will be expected to carry out a termly visit to the school as well as complete tailored governor training to increase their knowledge. No qualifications are required to be a governor, other than a keen interest in school life, commitment and a willingness to learn.

If you wish to stand for election, please complete the enclosed nomination form and return it to the School Office by noon on Friday 6th February 2026. You will see that each person nominated has to be a legally recognised parent/guardian of a child at this school and has to be proposed and seconded by parents who also have a child at the school. Anyone wishing to stand for election should supply, with their nomination, a short personal statement for circulation to parents, if a ballot is required. The purpose of the statement is to provide a biographical background, reasons for wishing to stand and an indication of the proposed contribution the candidate could make to the Local Governing Body. The statements should be brief, up to 200 words should be seen as a maximum and ideally sent electronically.

A ballot will be held if there are more nominees than vacancies available, and if this is the case, arrangements will be confirmed to you. In advance of any ballot or appointment it is an expectation that prospective candidates meet with Lumen Learning Trust Deputy Executive Principal, Ms. Kober, so they can learn more about the role of a parent governor, what it entails and the skillset a candidate should have to be successful in the role of supporting Darley Dene Primary. This session will take place on Monday 23rd February 2026 at 4.30pm via Google Meet and we ask that all candidates make themselves available to attend. I hope you will consider standing as a Governor yourself or nominating someone else you know who would like to help in the governance of your school.

Yours sincerely

Zoë Devonport
Headteacher

Lumen Learning Trust c/o Saxon Primary School, Briar Road, Shepperton, TW17 0JB
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ELECTION OF PARENT GOVERNOR - NOMINATION PAPER

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE BY NOON ON FRIDAY 6 TH FEBRUARY 2026

1. Details of Parent being nominated for election:

Name: _____

Address: _____

Name and Class of child: _____

Signature of Nominee: _____

2. Details of Proposer:

Name: _____

Address: _____

Name and Class of child: _____

Signature of Proposer: _____

3. Details of Seconder:

Name: _____

Address: _____

Name and Class of child: _____

Signature of Seconder: _____

Notes:

(i) Further nomination forms can be obtained from the school office.

(ii) Proposer, Nominee and Seconder must be legally recognised parents or guardians of a child at this school.

(iii) Please include on a separate sheet your election statement of no more than 200 words. This can be sent electronically to the school office via office.darleydene@lumenlearningtrust.co.uk.