

Thursday, 12th February 2026

Dear Parent/Carer,

Election of Parent Governor

I am writing to invite you to consider standing for election as a parent governor or to nominate another parent to do so. We have provision for two parent governors and there is currently one vacancy. The term of office is for a period of 4 years.

The Tove Learning Trust Board of Trustees, together with the Associate Principal and Executive Principal of this Academy, has overall responsibility for the running of the Academy. The Board of Trustees delegates certain powers and functions to the Local Governing Body. These are set out in the Trust's Scheme of Delegation and Terms of Reference which are available to view on the Tove Learning Trust website.

No special qualifications are needed and the most important thing is to have a keen interest in the Academy and be prepared to play an active part in the local governing body's work. Every governing board needs a balance and diversity of knowledge, skills and experience.

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Grace Academy Coventry.

To fulfil the role, you will need to:

- Attend regular meetings (6 each academic year);
- Visit the school occasionally;
- Do some background reading; and
- Take part in induction training and ongoing development (which will be provided for you).

Please note that anyone paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election is not eligible to become a parent governor. The enclosed sheet summarises the circumstances under which someone *cannot* serve as a parent governor.

If you would like to stand for election or nominate another parent, please complete the attached nomination form and return to the returning officer at sarahmccadam@graceacademy.org.uk by Thursday 5th March 2026. Self-nominations will be accepted, but if you are nominating another parent you should seek their prior consent.

You may also include a short personal statement to support your nomination, which should be no longer than 250 words. The statement should include any relevant skills and experience that may support you in your governor role, your understanding of the role, commitment required and willingness to undertake



Executive Principal:
Mrs N Bryan

Associate Principal:
Mrs E Wheller



relevant training and development, along with your reasons for wanting to be a parent governor and the contribution you believe you can make to the local governing board.

If there are more nominations than vacancies the election will be conducted by secret ballot. If that is necessary, details of how to vote will be sent to all parents together with details of the ballot procedure.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about being a governor please let me know.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. McAdam', written in a cursive style.

Mrs S McAdam
Returning Officer