



To Parents at Birch Hill Primary School

Friday 13th March 2026

Dear Parent/Carer

I am writing to let you know there is a vacancy for a parent member on the School Advisory Board (SAB) for Birch Hill Primary School and so we are therefore seeking volunteers from our parent community to join the SAB.

Birch Hill Primary School aims to establish a partnership with parents which undoubtedly brings great benefits to all our pupils. One of the ways you can help in promoting this aim is to volunteer to be a parent member of the SAB.

The School Advisory Board's key responsibilities are to:

- Be ambassadors of the school, supporting and championing its achievements
- Ensure the school is a safe and happy place to learn and work
- Engage with and elevate the voice of stakeholders, pupil's families and the wider community
- Provide assurance on whether the trust's understanding of the school matches the 'lived experience'

We welcome nominations from any parents/carers with an interest in this - you do not need to be an expert in the field of education. What you do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. You will also need 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team and to be able to question and challenge.

The normal term of office is 4 years and on-going training will be provided. You will also be required to undergo a Disclosure and Barring Service check. The School Advisory Board meets 3 times a year with an additional 3 networking/training sessions, and you would be expected to attend all meetings.

Parent members are elected by the parents of registered pupils at the school. They should be parents/carers of pupils as at the closing date of nominations. If too few parents stand for election to fill the vacancies available, the SAB may appoint a parent of any child of or under compulsory school age.

The arrangements for the election are attached, together with a nomination form which must be received by **Monday 23rd March at 3pm**. Should you require any further information about the role, please contact myself at j.hodgson1@maidenerleghtrust.org.

Yours Sincerely

Jane Hodgson
Clerk to the School Advisory Board, Birch Hill Primary School

Instructions for nomination as a parent member of the School Advisory Board

If you wish to be nominated as a Parent member of the School Advisory Board, please complete the attached nomination form and return it by email to Jane Hodgson at j.hodgson1@maidenerleghtrust.org by the date below. If you are unable to apply electronically, a paper copy of the form can be handed to reception or posted clearly marked *FAO Jane Hodgson, Clerk to the SAB, Parent Governor Application, Birch Hill Primary School Leppington, Bracknell, Berkshire, RG12 7WW*, using the proof of delivery service from Royal Mail.

All parents/guardians of pupils at Birch Hill Primary School are eligible for election. Nominations must be returned by **Monday 23rd March at 3pm.**

People may not be members of the SAB if they:

- Are a pupil at the school or under 18
- Are detained under the mental health act
- Were disqualified as a foundation, local authority, community, partnership or sponsor governor at the same school in the last 12 months for non-attendance
- Are currently subject to bankruptcy arrangements or disqualification orders or undertakings relating to insolvency or running a company
- Have been removed either from office as a trustee, or from being concerned in the management of any charitable body
- Are included on any list of people whose employment with children is prohibited or restricted
- Have received a prison sentence of more than three months within the last five years, of more than two and a half years within the last twenty years, or of five years or more at any time
- Have been convicted of causing a nuisance or disturbance on educational premises and sentenced to a fine in the last five years
- Refuse a request to make an application for a DBS check.

It is a criminal offence for someone to serve if they are disqualified.

In addition to the above someone cannot be elected or appointed as a parent member of the SAB if they are an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve-month period.

Details of the election process

If no more than one nomination is received that candidate will be duly elected.

If more than one nomination is received, then a contested election would follow:

1. A notice to the effect that a contested election will be held, together with the names of the nominees, will be published.
2. Information about nominees will be supplied to each parent along with a ballot paper.
3. Every parent has a right to vote. Papers will be distributed electronically.
4. The election would run for a specific time period, which will be advised.

Nomination form for the Election of Parent SAB member

Please complete and return this form to Jane Hodgson, Clerk to the SAB by **3:00pm on Monday 23rd March 2026** at j.hodgson1@maidenerleghtrust.org

Details of Proposed SAB member:

I, Mr/Mrs/Miss/Ms _____ (full name)

of (full address)

parent of _____ who is a registered pupil of the school wish to nominate myself for the role of parent member of the School Advisory Board.

Signed _____ Date _____

Personal Statement:

I, (full name) _____ am qualified to be a parent member of the School Advisory Board of Birch Hill Primary School.

Please supply a brief statement (maximum 150 words) giving details of relevant experience, occupation etc. This information will be circulated to all parents in the event of a contested election.

Signed by Candidate _____ **Date** _____