

19th January 2026

Parent Governor vacancy at CNS

Dear parent/carer

There is currently a vacancy for a parent on the governing body, and I am writing to encourage you to put your name forward.

Being a governor at your child's school can be very rewarding! Please do not worry if you have no experience in education matters, as full training and support are available from Ormiston Academies Trust and your colleagues on the governing body.

Have you thought about becoming a Parent Governor?

Becoming a parent governor offers you the opportunity to make a real contribution to the life and work of our school. Governors play a key role in the leadership of the school and work together with the headteacher, staff and other governors to ensure that our school provides a challenging and supportive environment for its students.

Who can be a parent governor?

All parents and carers of registered students are eligible to become parent governors. Every parent, whether or not they live with the student, is entitled to be nominated as a parent governor and to vote in a parent governor election. Someone who has parental responsibility or day-to-day care of a student is also eligible to serve and to vote. We are keen to enrich the diversity of the governing body as women and those from ethnic minorities are under-represented.

Please note - parents or carers who have paid employment in the academy for 500 hours per academic year or more or who are elected members of the local authority are not eligible to stand in these elections.

How long do parent governors serve?

The usual term of office is four years from the date of appointment with a review meeting after the first year. Where desired, you can complete your term of office even if your child has since left the school.

How are parent governors nominated and elected?

If you would like to put your name forward, please complete the nomination form using this link [City of Norwich School parent governor nomination form - Fill in form](#) and submit a statement stating why you would like to be a governor (no more than 150 words). Hard copies of this form can also be obtained via the school reception.

The closing date and time for the receipt of nominations is 9.00am Friday 30th January. If more than one nomination is received, an election will be held and the ballot papers for this will be sent to all parents and carers.

If you are interested and would like to find out more, then why not contact us here at CNS. We look forward to hearing from you.

Yours sincerely



Headteacher



Chair of governors