

Principal: Ms Melissa Gibson, MA, MPhil

18<sup>th</sup> May 2026

Dear Parent/Carer,

## **PARENT GOVERNOR ELECTION – LOCAL GOVERNING BODY OF MULBERRY ACADEMY SHOREDITCH**

I am writing to you to invite you to stand for election as a parent governor for the Local Governing Body of Mulberry Academy Shoreditch, or nominate another parent to do so. In our school we have provision for two parent governor(s) and there is currently one vacancy.

The Local Governing Body along with the Mulberry Schools Trust Board and with the Headteacher, has overall responsibility for the running of the school. The Local Governing Body has the following three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding the headteacher accountable for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Local Governing Body's work. Training is available for all governors, and the Local Governing Body has an expectation that those new to being a governor attend induction training.

The enclosed document explains the role of a parent governors and summarises the circumstances under which someone cannot serve as a governor. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than **5.00pm on Monday 8<sup>th</sup> June 2026**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words and a passport photograph (optional). Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more than one nomination, then the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents on **Monday 15<sup>th</sup> June 2026** together with details of the ballot procedure. Every parent will be able to vote.

We hope that you will think about becoming a parent governor. If you would like more information please do not hesitate to contact me at [fzanat@mulberryschoolstrust.org](mailto:fzanat@mulberryschoolstrust.org).

Yours faithfully,

Ms Fateha Zanat  
Returning Officer

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## Can you be our Parent Governor?

### The role of the Local Governing Body:

Governors play a vital role in shaping the future of our school - from overseeing educational standards to ensuring building projects are delivered effectively. Working together, governors support the school to help every pupil achieve their full potential.

Each school within the Mulberry Schools Trust network has a Local Governing Body (LGB), typically made up of 9–11 governors. Governors are expected to attend three meetings each year, held at the school and lasting no longer than 90 minutes.

The LGB's core responsibility is to monitor the implementation of the school's educational and financial plans. Its focus is on maintaining high standards, setting ambitious expectations, and promoting effective teaching and learning. While governors are not involved in the school's day-to-day management, the Principal provides the information needed for governors to make informed decisions and fulfil their responsibilities effectively.

### The role of a parent governor:

As a Parent Governor, you bring the valuable perspective of a parent to the governing body. Your role is to help ensure the school meets the needs of all pupils and enables every child to succeed.

Parent Governors do not represent individual concerns or parents; instead, they work collectively with fellow governors to make decisions in the best interests of the whole school community.

Parent Governors are elected for a four-year term. The role is voluntary, although reasonable expenses may be claimed in line with the Trust's expenses policy. New governors receive a structured induction, alongside ongoing information, guidance, and training. All governors are required to undergo an enhanced disclosure DBS check and must agree to adhere to the Mulberry governors' Code of Conduct.

### What skills do I need?

This is a rewarding and challenging role that offers opportunities to develop new skills and build on existing experience. No specific qualifications or educational expertise are required.

What matters most is:

- A commitment to the school and the wellbeing of its pupils
- A willingness to contribute and work collaboratively
- The time to prepare for meetings and engage with the role
- Confidence in reading and reviewing meeting documents in advance

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## The election process:

All parents, carers, and guardians of children at the school are eligible to stand for election and vote.

If you would like to become a Parent Governor, please complete the nomination form attached to this letter. Your personal statement is an important part of the process, as it helps parents and carers make informed choices if a ballot is required.

Where there are more candidates than vacancies, an election will be held. Each parent or guardian is entitled to one vote per vacancy.

As with all Mulberry governors, successful candidates are formally appointed by the Mulberry Schools Trust Governance Team.

## About the Mulberry Schools Trust

Founded in 2017, the Mulberry Schools Trust is a thriving multi-academy trust of primary and secondary schools across London and East Sussex.

We are committed to outstanding achievement for all and to developing creativity, leadership, and a lifelong love of learning in every student.

Deeply rooted in the communities we serve, we combine high ambitions with an inclusive ethos. Our schools provide both exceptional education and enriching opportunities beyond the classroom, helping young people leave school confident, highly qualified, and ready to thrive.

We are proud of our dedicated staff, governors, and trustees who work tirelessly to create ambitious, inclusive, and nurturing school communities. Alongside our schools, our Mulberry Changemaker programmes create new opportunities for students and families.

## Parent Governor: Role description

### Role of Governors

An effective Local Governing Body will:

- Monitor the implementation of the school development plan and school finances effectively
- Act as a constructive and supportive “critical friend” to the Principal
- Listen and respond to the views of parents and pupils
- Develop a strong understanding of the school
- Make effective use of the skills and experience of all members

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Governors support the Principal and staff while promoting the interests of the school and its pupils. Effective governance depends on asking thoughtful questions and seeking the information needed to make sound decisions.

All governors are expected to attend three LGB meetings each year. Some governors may also take on a “link governor” role, focusing on areas such as safeguarding, SEND provision, or school finances.

## Expectations of Parent Governors

Parent Governors are expected to:

- Prepare for and attend LGB meetings
- Contribute to tasks and responsibilities within the LGB
- Take part in training and development opportunities
- Visit the school in their role as a governor

As a Parent Governor, you bring valuable first-hand insight into the school community through your experience as a parent. While elected by parents, your responsibility is to maintain a strategic perspective and act in the interests of all pupils.

## As a Parent Governor:

- You support the needs and success of all pupils, not individual parents or concerns
- Parents may approach you with issues, but you should direct them to the appropriate school procedures rather than becoming personally involved
- You are not required to vote or express views based on pressure from other parents
- Your role is to promote the interests of all children, not your own child
- Objectivity and confidentiality are essential

Parent Governors serve a four-year term and may continue to serve even if their child leaves the school. Governors may resign at any time by notifying the Clerk to the LGB.

Being a Parent Governor does not affect your normal rights as a parent, including the right to raise concerns or make a complaint.

Like all Mulberry governors, Parent Governors must support collective decisions made by the LGB and respect confidentiality, even where they may personally have disagreed with a decision.

Governors are also required to declare any conflicts of interest and may need to withdraw from discussions where impartiality could reasonably be questioned.

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## Qualifications and Disqualifications to Serve as a School Governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

No person who is a Local Authority Associated Person is eligible to be appointed to the office of governor unless his/her appointment to such office is authorised by the local authority to which he/she is associated.

A person is disqualified from holding or continuing to hold office as a governor if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody
- is included in the list of people considered by the Secretary of State as unsuitable to work with children
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor
- has received a prison sentence of 2 ½ years or more in the 20 years becoming a governor
- has at any time received a prison sentence of 5 years or more

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- has been convicted under section 547 of EA the Education Act 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months

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## NOMINATION FORM

### Election of Parent Governor

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Child's Name and Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address in BLOCK letters of proposer (if different to nominee): \_\_\_\_\_

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Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor.

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I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the Articles of Association.

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Completed nomination forms must be returned to the school by 5.00pm on Monday 8<sup>th</sup> June 2026**

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