



## HILLINGDON PRIMARY SCHOOL

*Learning and Achieving Together*

**Principal:** Mrs Ann Bowen-Breslin (MA)  
**Head of School:** Ms Sabrina Kelly B.Ed (Hons)

Uxbridge Road,  
Hillingdon,  
Middlesex,  
UB10 0PH

Email: [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk)  
Website: [www.hillingdon.hillingdon.sch.co.uk](http://www.hillingdon.hillingdon.sch.co.uk)

Tel: 01895 590087

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Wednesday 4th May 2022

Dear Parent / Carer,

### **Re: Update on Governance and Recruitment of a Community Council Member**

The Elliot Foundation Academies Trust have amended their governance structure. As a result we will no longer have a Local Governing Body, but instead have a Community Council. Community Councils, whilst a full and formal part of the Trust's governance structure, are wholly advisory, voluntary, bodies who focus on:

- The ethos and values of the school;
- The ambition, appropriateness and effectiveness of the school's curriculum for its children; and
- The wellbeing of pupils, families and staff.

As we transition to this new governance structure, two of our Local Governing Body members, Mr Bains and Mrs Gill, have decided to step down from their roles as Governors. I would like to take this opportunity to extend my thanks to Mr Raaj Bains and Mrs Raj Gill for their tremendous contributions to the Local Governing Body over many years. During the summer term we will be inviting them both into school to express our appreciation for their support as a whole school community.

I am delighted that Mrs Han, Mr Jhuti and Mr Kassam have decided to continue in their governance roles and have joined our Community Council: their past experience and professional skills will be a huge advantage as we establish our new Community Council. I am also pleased to advise that Mr Jhuti has been elected as Chair.

The next step to develop our Community Council is to recruit new members to the team. Over the coming weeks we will be looking for one parent, two staff members and two representatives from the local community to join the Community Council. Please read on if you think this role could be for you. On the following pages you can find out more information about the role of the Community Council and its members and how to apply for the role.

Yours sincerely,

Ann Bowen-Breslin  
Principal

## Election of Community Councillor at our school

### What is a Community Council?

Within the Elliot Foundation a Community Council is a group of volunteers appointed by the Trust to offer challenging but positive and proactive support to the Principal and Senior Leadership on behalf of the children and community that the school serves. They do this by knowing and celebrating the strengths of the local community and holding the highest aspirations and expectations for all children.

Community Councils are, whilst a full and formal part of the Trust's governance structure, wholly advisory bodies. They replace Local Governing Bodies and have a slightly different remit, focusing on;

- The ethos and values of the school
- The ambition, appropriateness and effectiveness of the school's curriculum for its children
- The wellbeing of pupils, families and staff

Community Councils support the Trust to work as one entity, in the interests of all its schools equally. They provide a mechanism for meaningful Trust Board engagement with a school, its parents / carers and local community enabling trustees to understand stakeholder views, needs and listen to their feedback.

### Vacancy

We currently have **one Parent vacancy** on our Community Council and I am writing to invite you to put your name forward for appointment. This is an exciting opportunity to join us as we develop our new Community Council at Hillingdon Primary School.

We are looking for parents / carers who have an interest in maximising the potential of all our students; are fully committed to the continuing success of Hillingdon Primary School; and parents / carers who will be willing to spend some time helping to achieve these things. The role is voluntary with no pay, but the satisfaction of playing a big part in making a positive difference to the life chances of our students is extremely rewarding.

No special qualifications are needed for the role and training is available for all members, including a full induction. We would be particularly interested in hearing from parents / carers who have children in Early Years or Key Stage 1, as our other Parent Councillors have children higher up the school, however all parents / carers are welcome to put themselves forward.

### Nomination Process

If you would like to nominate yourself, or another parent / carer for the role, please first check that you / they are eligible to stand by reading the eligibility criteria at the end of this letter.

**Parents / carers must then complete and submit a nomination form by 9.30am on Wednesday 11th May 2022.**

The nomination form can be downloaded from the [school website here](#) and submitted via email to Mrs Daniel, Policy and Communications Lead, at [clerk@hillingdonprimaryschool.org.uk](mailto:clerk@hillingdonprimaryschool.org.uk). Paper copies of the nomination forms are also available from the school office. Completed paper nomination forms should be returned by the deadline above to the school office in an envelope marked for the attention of Mrs Daniel.

Further information about the role of the Community Council, the process for appointment and answers to frequently asked questions can be found on the school website by visiting the '[Parent Community Councillor](#)

[Vacancy](#),' page in the 'Community,' section of the website. If you have any additional questions about the position, please contact Mrs Daniel at the email address above and she will be happy to help you without obligation.

In the event that we receive more applications than vacancies, a ballot will be held. Further information about the ballot will be provided to parents if one is required.

### **Other Vacancies**

Finally, we also have vacancies for members of the local community to join the Community Council with immediate effect and we would love to hear from any other individuals who are interested in becoming a Community Councillor: these may be relatives, friends or colleagues of our parents / carers. If you know of anyone that you think may have the skills that we are looking for, and the time to commit to the role, please ask them to contact Mrs Daniel,

### **Parent Councillor Eligibility to stand for election**

- Anyone who is the parent / carer of a registered pupil at the school and who is not disqualified from holding office (please see the school website for a full list of qualifications and disqualifications).
- A person is disqualified from election or appointment as a parent representative of an academy if they are paid to work at the school for more than 500 hours in any consecutive twelve month period or, when he/she ceases to be a parent / carer of a registered pupil at the school.
- Anyone who is a parent / carer of a registered pupil at the academy may nominate themselves or propose candidates for election, and may vote in the elections.
- Regardless of the number of children a parent / carer has at the school, they only have one vote per vacancy.