

Date · Dyddiad September 2025  
Your ref · Eich cyfeimod  
My ref · Fy nghyfeimod **Parent Vacancy**  
Telephone · Ffôn 01437 77 5939 /5290 /6450  
Email · Ebost [GSSAdmin@pembrokeshire.gov.uk](mailto:GSSAdmin@pembrokeshire.gov.uk)  
[www.pembrokeshire.gov.uk](http://www.pembrokeshire.gov.uk) / [www.sir-benfro.gov.uk](http://www.sir-benfro.gov.uk)



**Pembrokeshire County Council**  
**Cyngor Sir Penfro**

WILL BRAMBLE CBE.  
*Chief Executive / Prif Weithredwr*

STEVEN RICHARDS-DOWNES  
*Director of Education*  
*Cyfarwyddwr Addysg*

Pembrokeshire County Council,  
County Hall, HAVERFORDWEST,  
Pembrokeshire, SA61 1TP

Cyngor Sir Penfro,  
Neuadd y Sir, HWLFFORDD,  
Sir Benfro, SA61 1TP

Telephone / Ffôn 01437 764551

**TO: PARENTS OF PUPILS ATTENDING  
PRENDERGAST COMMUNITY PRIMARY SCHOOL**

Dear Parent

Lewis Richards

**Election of Parent Governor**

There is a vacancy for a parent on the governing body of the above school. If you have a child at the school you are eligible to apply to take up this position. The term of office of a governor is four years and, if your child leaves school during this time, you may still continue as a governor until your term of office ends.

Further information on what is involved in being a parent governor, as well as application forms, can be obtained from the PCC website or by contacting the office using the details above. The application form must be returned to **Governors' Support Services** at County Hall by **5:00pm** on **Thursday 23<sup>rd</sup> October 2025**. Please do not return it to the school.

<https://account.pembrokeshire.gov.uk/page/School-Governors/Apply-to-be-a-School-Governor>

If there are more applicants for the post than the number of vacancies, an election will need to be held. If this is the case, we will contact you to ask if you wish to proceed with this or whether you would prefer to withdraw your application, unless you have already indicated this on your application. If an election is held, the information candidates provide on section 5 of the application form will be distributed to all parents with the ballot paper, to help them to make their choice.

Please note that successful applicants will be required to undergo an enhanced DBS check, and will be required to attend 2 mandatory training courses; failure to do so would disqualify you from being a governor. If you feel that you would be unable to meet either of these conditions then you should not apply to be a parent governor.

Please contact the school or this office if you require more information.

Yours sincerely

*M M Williams*

**Meinir Williams**  
**Governors' Support Services**

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We welcome correspondence in Welsh and English, and will respond within a maximum of 15 working days. We will respond in the language in which the correspondence is received (unless you ask us to do otherwise). / Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn ymateb cyn pen 15 diwrnod gwaith fan bellaf. Byddwn yn ymateb yn yr un iaith â'r ohebiaeth a dderbyniwyd (oni bai eich bod yn gofyn i ni wneud yn wahanol).

For a copy in large print, easy-read, Braille, audio, or an alternative language, please contact Pembrokeshire County Council on the number above. / Os am gopi mewn print mawr, fformat hawdd ei ddarllen, Braille, sain neu mewn iaith arall, cysylltwch â Chyngor Sir Penfro ar y rhif uchod.