

To: All Schools and Boards of Governors

Lincolnshire County Council  
County Offices  
Newland  
Lincoln  
LN1 1YL

Ref: LSF/RW

Email: [rachel.wilson@lincolnshire.gov.uk](mailto:rachel.wilson@lincolnshire.gov.uk)

30 September 2025

Dear Headteacher and Board of Governors,

Election of School Members to the Lincolnshire Schools' Forum

In line with of the Schools' Forums (England) Regulations 2012, where a vacancy for a Member on the Forum arises, a local authority is required to appoint a replacement member elected by the members of the relevant group.

I am writing to advise you that there are now upcoming (as of 28.11.25) and current vacancies on the Lincolnshire Schools' Forum:

**Primary Maintained**

Primary Maintained Governor – 3 vacancies

Primary Maintained Head Teacher – 2 vacancies

**Secondary Maintained**

Secondary Maintained Governor – 1 vacancy

secondary Maintained Head Teacher – 1 vacancy

**Secondary Academies**

Secondary Academy Head Teacher – 1 vacancy

**Primary Academies**

Primary Academies Governors – 2 vacancies

Primary Academies Head Teacher – 1 vacancy

**Special Academies**

Special Academies Governor - 1 vacancy

Providers of 16 to 19 Education – 1 vacancy

Early Years Providers - 1 vacancy

If you are interested in standing as a candidate for one of the vacancies, please complete the attached nomination form. Please ensure that your nomination form is seconded by two people from the same group (e.g. a Secondary Headteacher must be seconded by two Secondary Headteachers and a Secondary Governor must be seconded by two Secondary Governors) and return to Rachel Wilson via the email address shown on the form. Candidates are asked to prepare a short statement, which will be circulated to voters with the ballot papers, should a ballot be required. This election address must not exceed 100 words in length. Candidates may wish to cover in their statement:

- Why they want to be a member of the Schools' Forum; and
- How they think their experience and abilities will help them in the role; and
- What they can offer to the Schools' Forum.

The term of office for a Schools' Forum member is four years. Please note that this post does involve attending meetings during normal office hours, therefore there is a time commitment attached to the role. The Schools' Forum meets four times a year with meetings commencing at around 1.00 p.m. Most meetings of the Schools' Forum are currently being held virtually, with the occasional meeting being held in person at Lincolnshire County Council County Offices, Newland, Lincoln, LN11YL.

A timetable for the election process is also enclosed with this letter, for your information.

As the overall election process must be completed by **Tuesday, 11 November 2025**, please ensure that your nomination form and statement are scanned and emailed to me by **Thursday, 16 October 2025**.

Please note in the event of there being more nominations received than there are relevant vacancies, it will be necessary to go to a ballot.

Finally, if you require any further information on the role of a Schools' Forum representative prior to putting yourself forward, or the election process itself, please do not hesitate to contact me.

Yours faithfully,

Rachel

**Rachel Wilson**

**Democratic Services Officer**

Lincolnshire County Council

County Offices, Newland, Lincoln LN1 1YL

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