

11th March 2026

Dear Parent/Carer

PARENT GOVERNOR ELECTION

A parent governor role has become available on our board at Woodley Primary School. We are seeking a person who fits the following description:

- Is a parent, carer or someone who has parental responsibility for a child at our school
- Has an open and enquiring mind
- Shows a willingness to listen and make informed judgements
- Enjoys working with others, as well as using their own initiative
- Is interested in education generally and our school in particular
- Has a desire to play a part in improving our school
- Is willing and able to give around 20 hours per term to attend meetings and training, and to read through documents as needed
- Be able to fully cooperate with individual requests that are necessary to ensure organisational compliance, such as disclosure and barring checks.
- Is willing to take on a variety of roles and responsibilities with support and training where required, including visiting the school during the school day to monitor these areas where appropriate.

We are encouraging all parents and carers to apply. Every governing board needs a balance and diversity of knowledge, skills and experience. The following skillset/experience would really benefit our board by broadening our skill set:

- Understanding of working with large sites and complex buildings
- Energy reduction strategies
- Understanding of budgets, as well as a secure knowledge of spreadsheets and interpreting data
- Asset and budget management
- Experience in grant applications

Please click on the link <https://www.nga.org.uk/knowledge-centre/governor-trustee-role-descriptions/> to see an explanation of the roles of all governors.

Parent governors have the following additional roles to fulfil:

- Have the well-being of the school and all its children (not just your child/ren) as your primary consideration
- Act as representatives, not delegates, of the school's parent body. This means that you are representative OF, not FOR parents. You will not be a 'spokesperson' for the views of parents. You will be the same as any governor on the board, providing a parental viewpoint (as per DfE guidelines)

All governors should not act individually for, or on behalf of, the governing board unless this has been agreed by the full governing body and minuted in a meeting.

If you match the above description, you could be our next parent governor.



The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close. All new governors are required to have a DBS check, which must start within 21 days of appointment. The term of office is four years.

REWARD - In return we can offer:

- An insight into the wider perspective of the school through long-term planning
- A chance to develop skills in strategic management
- The opportunity to work with our team of governors and staff in improving our school
- Training to develop any areas you would like support in, or areas that support the needs of the governing body
- The support and assistance of local staff
- A sense of achievement in making a difference to our children
- The pleasure of seeing children learning and succeeding

The governing board in a maintained school, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account 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

Parents are more than welcome to meet with governors and/or the head teacher to discuss this role further, please contact the school office to arrange a meeting.

If you are interested in becoming a parent governor, please complete the attached nomination form and return it to school **by 12.30pm on Thursday 19th March 2026**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent, please seek their consent first.

Please be aware that, in the event of a ballot being held, your personal statement will be shared with all the parents in school, for that reason please do not include any sensitive information.

If there are more nominations than vacancies the election will be held by confidential ballot. If that is necessary, voting information will be sent to all parents with details of the ballot procedure.

Yours faithfully

Mr P Langridge
Headteacher (Returning Officer)

