



Dear Parent(s)/Carer(s),

I am writing to inform you of a vacancy for the role of Parent Governor on our Governing Board.

### The role of the Governing Board

The school's Governing Board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance.

The Board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

### The role of a Parent Governor

As a Parent Governor, you'll work with the Board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the Governing Board, but you're not there to speak 'on behalf' of the parent body.

To be a Parent Governor you should have:

- A strong commitment to the role and to improving outcomes for all children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills – a wide range of training is available at no cost to the Governor undertaking it
- The specific skills required to make sure the governing board delivers effective governance

### Expectations of Governors

- Attendance at meetings - typically three per term from 6pm to 8pm
- Maintaining confidentiality
- Committing to training
- Visiting the school

### How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to the school office by 14 November 2025. The term of office is for four years. If your child leaves us during that period, you can still be a Governor until your term ends. If we receive more applications than there are vacancies, an secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Janey Oliff, HR Manager.

Yours sincerely,

**Pippa Brand-Benee**  
Headteacher



We're working  
towards Artsmark  
Awarded by Arts  
Council England



<b>Candidate name:</b>	
<b>Candidate address:</b>	
<b>Candidate statement:</b>	<p><i>You may want to include:</i></p> <ul style="list-style-type: none"> <li>• <i>The skills and experience you have that the governing board requires</i></li> <li>• <i>Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor</i></li> <li>• <i>If applicable, details of your contribution to the work of the governing board during a previous term of office</i></li> <li>• <i>How you plan to contribute to the future work of the board</i></li> </ul>

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the Buckinghamshire Council.
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election

I confirm that I am a parent or carer of a registered pupil at the school.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_