Friday 25th October 2024

**Subject: Parent Governor Vacancies – Join Our Governing Board**

Dear Parent(s)/Carer(s),

I am writing to inform you about two vacancies for the role of parent governor on our governing board. This is a fantastic opportunity for you to get involved in the strategic leadership of our school and help ensure we provide the best educational experience for our children.

**The Role of the Governing Board**  
The school’s governing board is responsible for providing confident and strategic leadership, ensuring robust accountability, oversight, and assurance for the school’s educational and financial performance. Our board is deeply committed to continuous school improvement and ensuring the best possible outcomes for our pupils.

**The Role of a Parent Governor**  
As a parent governor, you will work closely with the governing board to help it fulfil its responsibilities. You’ll bring a valuable parental perspective to discussions, but please note, you are not there to represent the views of all parents. Your role is to contribute to the board’s work to improve outcomes for all students.

To be an effective parent governor, you should:

* Have a strong commitment to the role and to improving outcomes for children
* Possess good interpersonal skills, curiosity, and a willingness to learn and develop new skills
* Demonstrate the skills needed to ensure effective governance

**Expectations of Governors**  
Becoming a parent governor at Cadmore End School provides a unique opportunity to shape the future of your child’s education and the wider school community. You’ll have the chance to influence key decisions and work collaboratively with school leaders.

However, this role also comes with important responsibilities. As a parent governor, you will be expected to:

* Attend six governing board meetings per academic year, held in the evening, either virtually or in person
* Maintain confidentiality at all times
* Commit to ongoing training
* Visit the school at least three times a year to meet with key staff
* Commit to a four-year term of office

By choosing to become a parent governor, you will not only support the school’s success but also positively impact your own child’s educational experience and contribute to the wider school community.

**How to Apply**  
If you are interested in applying for this role, please complete the attached candidate form and return it to Mr Westby, Chair of Governors, at **chair@cadmoreendschool.org** by **Friday, 15th November**. Should we receive more applications than available vacancies, a secret ballot will be held, and we will provide further details if needed.

If you have any questions about the process or would like to learn more about the role, please feel free to contact Mr Westby.

We look forward to receiving your applications and thank you for considering this important opportunity.

Kind regards,  
Mrs Groom

Headteacher

**Application for the position of Parent Governor**

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| --- | --- |
| **Candidate name:** |  |
| **Candidate address:** |  |
| **Candidate statement:** |  |

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

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

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