

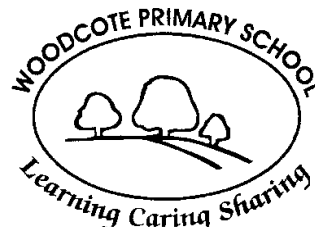
Woodcote Primary School

Reading Road, Woodcote RG8 0QY

Tel: 01491 680454

Email: office.2510@woodcote.oxon.sch.uk

www.woodcote-primary.co.uk



Dear parent(s)/carer(s),

9th February 2024

PARENT GOVERNOR VACANCY

I am writing to inform you of a vacancy for the role of parent governor on our governing board starting immediately.

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 ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

The governing board is keen for candidates to have (one or more):

- Media/Marketing/Communications
- Finance/Budgeting/Accounting

Expectations of governors

As a Governor you will be expected to:

- Attend meetings:
 - Full Governing board meetings – these take place every full term in the evening and typically last 2 hours).
 - Committee Meetings – there are currently 4 sub committees and a small number of governors sit on each. They meet either during school time or in the evening depending on the availability of the members. It's likely that you will be invited to sit on at least 1 of these committees.
- Maintain confidentiality and comply with our Governing Board Code of Conduct
- Be committed to training. All governors receive training to help them carry out their role. Oxfordshire Governor Services runs a wide variety of training courses for governors which

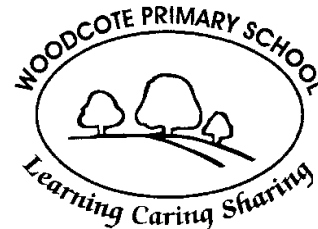
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you can attend, including an induction course for new governors – we expect all our governors to complete induction training.

- Visit the school

How to apply

Nominations must be from parents or carers with children at the school on the day that nominations close. The parent governor nomination form summarises the disqualification criteria to serve as a governor. Anyone standing for election must certify that they are not disqualified for any reason listed. All governors must apply for a DBS check. The school will arrange that.

Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to stand in these elections.

If you would like to stand for election, please complete and sign the enclosed nomination form and return it to the school office addressed to 'Helen Pearce Harvey, Chair of Governors', no later than **12 noon on Wednesday 28th February 2024**. Electronic copies are fine – please email to office.2510@woodcote.oxon.sch.uk

Please include a few details about yourself and why you would like to become a governor. This will then be circulated to all parents to help them decide who to vote for if an election is needed. An election, by secret ballot, will be held if more nominations are received than the number of vacancies. If an election is needed details of the procedure will be sent to all parents.

If you would like to know a little more about becoming a parent governor, please get in touch with Martin Towers, Phil White or Sarah McGurk who are all current parent governors.

Yours sincerely,

Helen Pearce Harvey
Chair of Governors