



Tuesday 20th October, 2026

RE: Chapelford Village Primary Parent Governor Vacancy

Dear Parent(s)/Carer(s),

I am writing to inform you of a vacancy for the role of parent governor on our local governing body

The role of the local governing body

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

The local governing body 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 local governing body 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.

We are looking to appoint **one parent governor for a four-year term of office**.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children.
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills.
- The ability to work constructively as part of a governing body and to contribute to effective decision-making.
- The time and commitment to fulfil the responsibilities of the role.

The local governing body is particularly keen for candidates to have skills, knowledge or experience in the following areas:

- Primary curriculum knowledge or expertise in specific subject knowledge for example, Geography, History or Art.
- Local community engagement – knowledge of, or links with, the local community and an interest in helping the school strengthen its relationships with the families and communities it serves.
- Hong Kong community – we particularly welcome applications from candidates who have connections with, experience of, or an understanding of the Hong Kong community, reflecting the significant number of families from Hong Kong within our local community.



- Special educational needs and disabilities (SEND) – experience, knowledge or a particular interest in SEND and an understanding of the experiences and needs of children and families.
- Other skills, experience or perspectives that you feel would strengthen the effectiveness and diversity of our governing body.

You do not need to have previous experience as a governor. Training and support will be provided to help you develop the knowledge and skills needed to be an effective governor.

Expectations of governors

Governors are expected to:

- Attend and actively participate in local governing body meetings. Meetings are normally held on Thursdays from 2.30pm to 5.30pm.
- Read meeting papers and other relevant information in advance of meetings and come prepared to contribute to discussions and decision-making.
- Maintain confidentiality and comply with the governing body's code of conduct and relevant Trust policies.
- Undertake appropriate induction and ongoing governor training.
- Visit the school at least once each term, normally linked to an agreed area of the governing body's work or the school's priorities.
- Work constructively with other governors, school leaders and the wider Trust.
- Commit to the responsibilities of the role throughout the four-year term of office.

How to apply

If you're interested in applying for the role, please complete the candidate Microsoft form link below by Wednesday 4th November.

[Parent Governor Nomination Form – Fill out form](#)

Candidate statement

Note: If there are more applications than vacancies, this statement will be shared with the school community as part of a ballot.

In your candidate statement, you may wish to outline:

- The skills, knowledge and experience you could bring to the governing body, particularly in relation to the areas identified above.



- Any experience, knowledge or connections you have with the local community, including connections with the Hong Kong community.
- Why you are interested in becoming a parent governor and what you feel you could contribute to the role.
- Your commitment to undertaking training and developing your knowledge and skills as a governor.
- How you would contribute to the future work of the governing body and to improving outcomes and opportunities for all pupils.

If you have any questions regarding the role please contact Heather Viera (Chair of Governors) via the school office email – office@chapelfordvillageprimary.co.uk.

There is one parent governor vacancy, and the successful candidate will be appointed for a four-year term of office.

If we receive more applications than there is one vacancy, an anonymised ballot of parents/carers will be carried out. We will inform you closer to the time if this is necessary.

Yours Sincerely

Heather Daluz Vieira

Chair of Governors