

Tuesday 13th January 2026

Dear Parents/carers,

Have you thought about becoming a Parent Governor?

We have a parent-governor vacancy for a 4-year term of office

Becoming a parent governor offers you the opportunity to make a real contribution to the life and work of the school. School governors play a key role in the leadership of the school and work together with staff to make sure that our school provides a challenging and supportive environment for its pupils. Being a governor can be very rewarding and will provide you with the opportunity to meet new people and gain new skills. Don't worry if you have no experience in education matters as training and support are available from the MAT, The Key, the NGA and your colleagues on the governing body.

What is the Role of the Governing body?

The role of the Governors is strategic, rather than operational. We don't get involved with the day to day running of the school, as this is the role of the head and staff. We set the strategic direction, objectives, targets and policies. We review progress against the budget, plans and targets. We aim to be a 'critical friend' to the school staff by providing a combination of support and challenge.

Who can be a Parent Governor?

All parents and carers of registered pupils are eligible to become parent governors. Every parent, whether or not you live with the pupil, is entitled to be nominated as a parent governor and to vote in a parent governor election. Someone who has parental responsibility or day-to-day care of a pupil is also eligible to serve and to vote.

How much time does it take?

You should be prepared to attend regular meetings, and spend time at school. The amount of time will depend on what committees and 'link governor' responsibilities you take-up. The usual term of office is four years from the date of appointment. If you choose to, you can complete your term of office even if your child has since left the school.

How are Parent Governors nominated and elected?

If you would like to put your name forward, please use the attached nomination form. The closing date for the receipt of nominations is Tuesday 27th January 2026 at 5pm. If more than one nomination is received, ballot papers will be sent out and an election held.

The Henley in Arden CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check

If you are interested and would like to find out more then please contact me via the school office I would be happy to discuss the role in more detail, and look forward to hearing from you.

Yours sincerely,

Mrs Kate Adcock

Headteacher