

Monday 24 February 2025

Dear Parent

**RE: Parent Governor Vacancy at Grange Park Primary School**

We are writing to inform you of a vacancy for the role of a parent Governor on our Local Governing Body.

**The role of the Local Governing Body (LGB):** The LGB is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance with a particular focus on monitoring:

- The standards of educational performance of all pupils
- The well-being and safety of all children and adults within the school
- The school's position and role within the local community

**The role of a Parent Governor:** As a parent governor will work with the LGB to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the LGB 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 LGB delivers effective governance

**Expectations of Parent Governor**

- LGB's meet termly (3 times per year) and it is important that you are able to attend these meetings so that you are up to date and able to contribute fully to discussions. These meetings are currently during the school day.
- In addition to this, the LGB carries out 'visits'. These are an important part of getting to know the school and provide first hand insight into many of the items discussed at LGB meetings. These are currently on the same day as the LGB meeting and during the school day.
- To carry out your role we provide appropriate induction training soon after you take up office. You can also access a wide range of training opportunities to support your development.
- You are also expected to abide by the Connect Education Trust's 'Code of Conduct' which sets out the standards of behaviour expected of all trustees and LGB members at all times. You will also undertake an enhanced DBS check to confirm suitability for appointment as a Parent Governor.

**How to apply:** If you're interested in applying for the role, please complete the candidate form attached and return to the school by **Monday 17 March 2025** or you can return the form via email to [office@grangeparkprimary.org](mailto:office@grangeparkprimary.org). If we receive more applications than there are vacancies, a 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 either of us via the school office email. We are both really happy to have a conversation with anyone who is interested in the role and would like a bit more information.

Yours sincerely

Tijen Hassan

**Headteacher**

Julie Rayson

**Chair of LGB at Grange Park Primary School**