BILLINGE CHAPEL END PRIMARY SCHOOL
Carr Mill Road, Billinge, Wigan, WN5 7TX
Chapelend@emst.org.uk
Tel: 01744 678230
Headteacher: Mr C. Hewitt

Dear parent(s)/carer(s),

I am writing to inform you of a vacancy for the role of Parent Governor on our 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 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. 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 specific skills required to make sure the Governing Board delivers effective governance.

The Governing Board is keen for candidates to have skills in the following:

- Equality and inclusion
- Early years education
- Finance
- Health and safety
- Public relations and advertising

Expectations of Governors

Parent Governors play a vital role in representing the views of parents while contributing to the strategic leadership of the school. Below is a list of key expectations for a Parent Governor:

1. Attendance at Meetings

   • Attend Full Governing Board meetings (typically termly).
   • Participate in Committee meetings if assigned (e.g., curriculum, finance, safeguarding).
   • Be prepared by reading Agenda papers in advance.
   • Contribute constructively to discussions and decision-making.

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2. Maintaining Confidentiality

- Keep sensitive information discussed in meetings confidential.
- Do not share Governing Board discussions with parents or staff unless formally agreed.
- Uphold data protection and school policies when handling confidential matters.

3. Committing to Training and Development

- Complete mandatory induction training to understand governance responsibilities.
- Attend training on safeguarding, finance, curriculum, and Ofsted preparation.
- Stay informed about education policies, school performance, and governance updates.

4. Visiting the School

- Make regular visits to understand school operations and progress.
- Engage in learning walks or meetings with staff.
- Report findings objectively, focusing on strategic oversight, not operational issues.
- Attend school events, such as assemblies, open days, and performances, where possible.

5. Representing Parents (Without Acting as a Spokesperson)

- Bring a parental perspective to discussions, ensuring decisions consider families' needs.
- Signpost parents to the appropriate school channels for individual concerns (not intervene directly).
- Help build positive relationships between parents, staff, and the Governing Board.

6. Supporting the School's Strategic Direction

- Help shape the school vision, ethos, and strategic priorities.
- Contribute to school improvement planning and monitor progress.
- Ensure the school provides high-quality education and meets statutory requirements.

7. Terms of Office

- A Parent Governor typically serves a four-year term but can resign earlier if needed.
- Even if their child leaves the school, they can complete their term unless stated otherwise.
- They may stand for re-election if they remain eligible.

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8. Adhering to the Governor Code of Conduct

- Act with integrity, honesty, and objectivity.
- Declare conflicts of interest and avoid personal bias.
- Work as part of a collective Governing Board, rather than as an individual.

9. Engaging in Ofsted Inspections

- Be prepared to speak to Ofsted inspectors about governance roles.
- Understand how the school meets Education Inspection Framework (EIF) requirements.
- Help demonstrate effective governance and school improvement efforts.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to the school office or to chapelend@emst.org.uk by Monday 14th December. 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 Mr Hewitt .

Yours sincerely,

C. Hewitt

C. Hewitt
Headteacher