

NAVIGATION PRIMARY SCHOOL

TRAFFORD MBC

Hawarden Road
Altrincham
WA14 1NG
Headteacher: Ms. J Patterson
Tel: 0161 912 5937
Website: www.navigationprimary.com
Email: admin@navigationprimary.com



WORKING TOGETHER – LEARNING TOGETHER

14th October 2025
By email & on website

Dear Parent/Carer,

Parent Governor Vacancy

As highlighted previously in the newsletter we currently have a vacancy for the role of parent governor on our governing board.

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. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and ensuring compliance. The Governing Board of our school is made up of various categories of governors who all work together in the interest of children at Navigation Primary School.

The role of a parent governor

As a parent governor, you will work with the board to make sure it effectively carries out the duties referred to above. You will 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 inter-personal skills, curiosity, and a willingness to learn and develop new skills,

Expectations of governors

We expect governors to:

- attend termly in person meetings of the full Governing Board.
- contribute as a member of a committee and attend termly online meetings.
- visit the school formally at least once a year.



- attend school events when possible, to support the work of the school and improve your knowledge and understanding of the school.
- attend training courses and be ready to be interviewed by Ofsted inspectors when necessary.

In return, we commit to

- provide access to quality training
- provide you with access to our on-line GovernorHub portal giving easy access to documents, agendas and information to support you in your role.

If you would like to find out more about our current governors and the work of the Board please see our website.

If you would like to put yourself forward as a candidate, please complete and return the attached documents to me by WEDNESDAY 22ND OCTOBER 2025. Completed documents can be returned electronically to admin@navigationprimary.com or to the school post box. Your nomination should be accompanied by a short personal statement which should include (in no more than 250 words):

- evidence of the extent to which you possess the skills and experience the Governing Board desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the Governing Board during your previous term of office; and
- how you plan to contribute to the future work of the Governing Board.

If there are more nominations than vacancies a secret ballot will be held in which all parents can vote, if that is necessary, I will contact you to let you know about the arrangements.

Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children as well as the time and willingness to get involved. Further details of the work governors do can be found on our website under the About Us – Governors tab.

Please note that for the protection of children all governor appointments are subject to a DBS check and identity check.

If you have any queries, please do not hesitate to contact me.

Yours faithfully,

Joanne Patterson

Joanne Patterson

Head teacher



Navigation Primary



Working together, learning together

NOMINATION FORM – PARENT GOVERNOR

A Parent Governor is defined as a person who is elected as a member of the Governing Board of the school, by parents of registered pupils at the school, and who is a parent at the time s/he is elected. "Parent" includes any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 19 who attends the school.

A person is disqualified from standing for election or appointment as a Parent Governor if s/he is:

- An elected member of the local education authority; or
- Paid to work at the school for more than 500 hours in any consecutive 12-month period (at the time of the election or appointment); or
- Subject to any of the disqualifications under The School Governance (Constitution) (England) Regulations 2012 Schedule 4

Candidate name:

Name of Child/ren at
School (and Year
Group/s):

Candidate address:

Email address:

Telephone Number:



**Candidate statement
(max 250 words) :**

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election

Personal statement (attached no more than 250 words)

Signed:

Dated:

