

OLD PARK PRIMARY SCHOOL

Dream, believe, inspire, achieve



Headteacher: Mrs T Boddington
school.office@oldparkprimary.com

Old Park Road
Wednesbury
West Midlands
WS10 9LX
Tel: 0121 526 2669

Parent Governor Vacancy

17th October 2025

Dear Parent/Carer,

Re: Election of Parent Governors

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school, we have provision for 3 parent governors and there is currently a vacancy.

The governing board, with the headteacher, has overall responsibility for the running of the school. Governing boards have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Provide support and challenge regarding the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Parent governors serve a 4 year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

- attending meetings of the governing board including virtual meetings, usually outside of school hours and contributing to governing board business;
- reading reports and papers and keeping up to date on the progress the school is making; and
- visiting the school from time to time during the school day.



You will be expected to abide by and sign a governors' Code of Conduct, and to have:

- a strong commitment to the role and improving outcomes for children;
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good interpersonal skills;
- appropriate levels of literacy in English (unless a governing board is prepared to make special arrangements); and
- sufficient numeracy skills to understand basic data.

We are looking to appoint governors who have a keen interest in the school and are prepared to play an active part in the governing board's work. We would particularly welcome nominations from parents with the following skills;

- Experience of professional leadership
- Understanding of current education plan
- Ability to analyse data
- Performance management/appraisal of someone else
- Financial planning/management (as part of your job)
- Links with the community

We are requesting you complete a skills audit which will identify your individual skills to bring to our governing body. Training is available for all governors and this governing board has an expectation that those new to being a governor attend induction training.

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please either email school.office@oldparkprimary.com to request a pack to be sent electronically, download one from the school website (under recruitment) or alternatively, collect a pack from the school office. Please return it to the school office or email it to school.office@oldparkprimary.com by no later than **3.30pm on Friday 24th October 2025**.

Please ensure you include a short personal statement to support your nomination, which should be a minimum of 400 words. This will be shared with parents by email. Please do not include the names of your children in this statement as in the event of a ballot, this statement will be shared with all parents. Your statement will enable parents to gain a greater understanding of the skill set that you would bring to the role. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

We must stress that it is statutory that the governing board publishes certain governor

OLD PARK PRIMARY SCHOOL

Dream, believe, inspire, achieve



information online, including their full name, relevant business interests, whether a governor serves on another governing board and relationships with staff in the school. There is also a statutory requirement for all governors to have a DBS check and will be applied for within 21 days of election/appointment.

May I take this opportunity to thank you in advance for your support in this matter.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'T Boddington', written in a cursive style.

Mrs T Boddington
Headteacher