

Date: 25th September 2026

Dear Parent(s)/Guardian(s)

Parent Governor Vacancy

We have a vacancy for a parent governor which we need to fill as soon as possible.

Governing boards are the key strategic decision makers and vision setters in every school. They are a key part of the overall system for school accountability. Governing boards have a vital role to play in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education. Further information about the role of a governor and the governing board can be found attached this letter.

Parent governors are welcomed as valued members of the team.

We are particularly interested in nominations from parents with experience of working or managing finances, commitment to learning, knowledge of safeguarding procedures, time to undertake governor visits to school.

We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance.

Training is available for all newly appointed governors, and there is an expectation of the governing board that you will attend these induction sessions within the first year of your appointment.

Please note you will be required to undergo an enhanced criminal record check and you must not meet the disqualifying criterion that is included with this letter.

If you think you have the time, skills and expertise to join our governing board, please complete the nomination form attached and return to school by **12pm on Monday 12th October 2026**. You can also email your nomination to Enquiries@admin.westfield.wigan.sch.uk, please put 'Parent Governor Nomination' in the subject. Nominations received after this date will not be accepted.

Please provide a statement about why you would like to become a governor in no more than 300 words. The statement should include:

- Evidence of the extent to which you possess the skills and experience the governing board desires
- Your commitment to undertake training and participate in the development of the governing board.
- How you plan to contribute to the work of the governing board or if seeking re-appointment how you have contributed to governance during your term of office



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If there are more nominations than vacancies, an election will be held (insert proposed closing date of ballot). All parents will be sent a voting paper with your name and statement and be asked to vote.

If you have any questions or would like an informal conversation about the role of a governor, please contact the headteacher or chair of governors via the e-mail address Enquiries@admin.westfieldwigan.sch.uk or via telephone number 01942 776007.

Yours sincerely

Head teacher / Chair of Governors

Role of the parent governor

The governing board has a strategic role in the leadership of the school. The core functions of the governing board are to:

- Ensure clarity of vision, ethos and strategic direction
- Hold executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
- Oversee the financial performance of the organisation and make sure its money is well spent.

Parent governors are in a unique position on a governing board. Not only do parent governors have to work in the best interests of the school, but they have to balance this with their natural desire to see the best outcomes for their own child(ren).

What are the good bits about being a Parent governor?

- ❖ You have a very privileged and responsible role.
- ❖ You will have the opportunity to make a difference, not only for your children, but for all children in years to come.
- ❖ You will learn and develop new skills.

How you fulfil your role

- ❖ Attend governing board meetings regularly and play an active role in committees and decision – making.
- ❖ Undertake induction training and commit to other development opportunities
- ❖ Visit school
- ❖ Learn all you can about the school.
- ❖ Be approachable to other parents, but make sure you are clear about your role.
- ❖ Always represent the school positively.
- ❖ As a governor you are one of a group and must never act alone.
- ❖ Have your say on decisions in meetings and vote in a way you wish; but then always support the decisions of the full governing board – even if you disagree with them.
- ❖ Always, always, always observe confidentiality. You will be privy to highly sensitive and confidential information – do not discuss it with anyone who is not on the governing



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board. Remember, a governor can be suspended or removed for serious breaches of confidentiality.

Parent governors do not

- ❖ Gather the views of other parents and take them to the governing board
- ❖ Represent the interests of individual parents
- ❖ Be a link between parents and the governing board
- ❖ Bring complaints about the school to governing board meetings
- ❖ Vote as instructed by other parents



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Parent Governor Nomination Form

Name(s) child/children:

I have read the disqualification criteria and I am eligible to stand for parent governor election

Signed:

Date:

Statement (maximum 300 words):

Please return this form no later than **12pm on 12th October 2026** to the returning officer at school

To qualify to become a School Governor under The School Governance (Constitution) (England) Regulations 2012 you must be able to answer yes to all these statements:

- 1. I am not** the subject of a bankruptcy restrictions order or an interim order, debt relief restrictions order, an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;



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2. **I am not** subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
3. **I have not** been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
4. **I am not** included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people;
5. **I am not** barred from any regulated activity relating to children;
6. **I am not** disqualified from working with children or from registering for childminding or providing day care;
7. **I am not** disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
8. **I have not** been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
9. **I have not** received a prison sentence of two years or more in the 20 years before becoming a governor;
10. **I have not** at any time received a prison sentence of five years or more;
11. **I have not** been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
12. **I have not /will not** refuse a request by the clerk to make an application to the Disclosure and Barring Service (DBS) for a criminal records certificate.



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