

September 2026

Dear Parent/Carer(s),

We are seeking to appoint a parent governor to join our Local Governing Body (LGB) and would like to invite applications from parents and carers of children currently attending the school. Parents bring a very important and valued perspective to the work of the LGB. This is a rewarding opportunity to contribute to the strategic direction of the school and help ensure the best possible outcomes for all pupils.

The role of the Local Governing Body

The school's LGB is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational performance. The LGB 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 LGB to make sure it effectively carries out the duties referred to above. You'll bring the valuable perspective of a parent to discussions and decision-making, whilst acting in the best interests of the school and all of its pupils.

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 make sure the LGB delivers effective governance

Whilst previous experience of school governance, data analysis, and strategic development is useful, no special qualifications are needed and the most important thing is to have a keen interest in our school and our young people, and be prepared to play an active part in the LGB's work. Training is available for all governors.

Expectations of governors

In terms of time commitment, governors are expected to attend approximately eight LGB meetings each year. Meetings are usually held on Thursdays at 6 – 8 pm.

Governors are also expected to:

- Participate in relevant training and development opportunities
- Undertake approximately one school visit each term
- Read meeting papers in advance
- Adhere to the Governor Code of Conduct

More information can be found on the Governance section on our website. The term of office for a parent governor is 4 years.

How to apply

If you are interested in applying for the role, please complete the candidate form attached to this letter and return to the Clerk to Governors, via: clerk@salterns.org by 1st October 2026. If the number of applications exceeds the number of vacancies, a ballot of parents/carers will be held. Further details will be provided should this be necessary.

If you would like an informal conversation about the role before applying, please contact the Clerk to Governors on the same email address who would be happy to discuss what being a governor.

Yours faithfully,

Claire Haque

Chair of Governors

Parent/Carer Governor Candidate Form

Candidate Name:	
Address:	
Email:	
Telephone Number:	
Candidate Statement: <i>In this section, please outline why you wish to apply and include any experience, skills, abilities and interests that can support the LGB.</i>	

I confirm that I:

- Am aged over 18
- Am not a current pupil at the school
- Have not been declared bankrupt
- Am not the subject of a bankruptcy restrictions order or an interim order
- Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine
- Have not been disqualified from holding office as a governor
- Have not been disqualified from being a company director and/or a charity trustee
- Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have not had my estate seized for the benefit of creditors and the declaration of seizure hasn't been discharged, annulled or reduced

I wish to submit my nomination for the role of parent governor (which is subject to DBS check and satisfactory references).

Signed: _____ **Date:** _____

Completed candidate forms must be emailed to clerk@salterns.org by 1st October 2026.