

21st September 2026

Dear parents/carers,

I am writing to inform you of 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.

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

Expectations of governors

Being a school governor requires a genuine commitment of time and energy. Before applying, please consider the following expectations:

- Meetings: Attend 4 full governing board meetings per year, usually held in the mornings.
- School Visits: Undertake planned monitoring visits to the school during the daytime (typically once per term) to see the school in action.
- Training: Complete mandatory and recommended governor training to develop your skills and understanding of the role.
- Standards: Adhere to the seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership) and sign the board's code of conduct.
- Checks: Complete a satisfactory enhanced Disclosure and Barring Service (DBS) check and sign a declaration of eligibility upon appointment.
- Maintain confidentiality: You will handle sensitive school data and board discussions, requiring absolute discretion to protect the privacy of our staff and students.
- Term of Office: Be able to commit to the full term of 4 years

No special educational qualifications are required—just common sense, enthusiasm, and a willingness to learn. Full training and support are provided to all new governors

How to apply

If you're interested in applying for the role, please complete the candidate form that can be obtained from the school office and return it back to the school office by 25th September 2026. If required, this can be emailed and returned electronically (please email office@birklandsschool.co.uk). 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 a member of the Senior Leadership Team or Mrs Hughes, our School Business Manager.

Yours sincerely,



Miss A Watson
Head Teacher