



All Saints C of E  
Primary School

**All Saints C of E Primary School**

Culcheth Lane, Newton Heath  
Manchester, M40 1LS

**Mr John Sharp**

Head Teacher

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26th August 2021

Dear Parents/Carers,

I am writing to inform you of a vacancy for the role of Parent Governor on our Governing Body. Mr Roodurmun has decided not to put himself forward for another term, and I would like to thank him for his incredible support, suggestions, feedback, commitment and hard work over the past 4 years.

We are looking for parents/carers to put themselves forward to join our Governing Body. Often people think that being a Parent Governor is to bring specific issues relating to a child/family to the attention of the Governing Body. This is not what the role is for, it is to fulfil the role of a governor, bringing their skills/experience from outside school and having the insight as a parent/carer.

### **The Role of the Governing Body**

The school's Governing Body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The body 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 body to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the body is connected with, and is aware of the views of, parents and the local community.

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 ensure the governing board delivers effective governance

Attached to this letter is a Role Description for a Parent Governor, which provides more details on duties, responsibilities and a person specification.

## Expectations of Governors

This is a great opportunity to help shape the future of our children, but this does come with quite a significant time commitment. As we are a Voluntary Aided school, our Governing Body has more freedom than other schools, but with that comes additional responsibilities. Expectations of governors include:

- **Attendance at meetings.** There are five Full Governing Body meetings each school year, with a further four Curriculum and Standards Committee meetings, and four Finance, Premises and Staffing Committee meetings. Each governor is expected to be a member of at least one committee.
- **Preparatory Work.** Before each meeting, there will be documents and reports to read which will form the basis of the discussions within the meeting.
- **Maintaining confidentiality.** It is absolutely critical that any discussions or documents are not shared or discussed with anyone outside of the Governing Body.
- **Committing to training.** There are courses that will need to be completed from time-to-time, some of which are online and some face-to-face.
- **Disclosure and Barring Service (DBS) Check.** Every governor needs to have a Disclosure and Barring Service (DBS) check completed, which will show: spent and unspent convictions, cautions, reprimands and final warnings, any information held by local police that's considered relevant to the role, and whether the applicant is on the adults' barred list, children's barred list or both.
- **Section 128 Check.** We are also required to complete a Section 128 check which will show: conviction of an offence under military disciplinary proceedings, being found not guilty of an offence by reason of insanity, conduct found to be in breach of professional standards by a professional body, a person has engaged in conduct that is aimed at undermining British values (democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs
- **Visiting the school.** Each governor is expected to link with a class and a subject leader, and to visit school and meet with staff to find out information which can be reported back to the Governing Body.

## How to Apply

If you're interested in applying for the role, please complete the online candidate form by the end of Friday 10th September 2021.

[Click Here for the Candidate Form](#)

(If you require a paper version please contact school, but please be aware that using online tools will form part of the role)

If we receive more applications than there are vacancies, candidates will need to write a short statement and a secret ballot will be carried out. We will inform you closer to the time if we have to do this. The first meeting of the Governing Body is on Thursday 23rd September 2021.

If you have any queries about this process or would like to find out more about the role, please contact me through [head@allsaintsnh-pri.manchester.sch.uk](mailto:head@allsaintsnh-pri.manchester.sch.uk).

Yours sincerely,

A handwritten signature in black ink, consisting of a stylized 'J' followed by the word 'Sharp' in a cursive script.

Mr J Sharp  
Head Teacher