

2 April 2025

Dear Parents/Carers,

We have two vacancies for positions as governors of the school. I am writing to invite you to consider volunteering. Applications are open to all parents or those with parental responsibility for a child currently at the school, as well as to the wider community.

What is a school governor?

Being a governor is both interesting and rewarding. School governors have a varied and important role in helping the school run effectively. They have three core purposes:

- Planning the strategic direction of the school
- Overseeing financial performance of the school and ensuring money is well spent
- Holding the headteacher or school leadership to account

The governor role is strategic rather than operational. Governors don't get involved with the day to day running of the school, instead supporting and challenging the school's leadership team to drive school improvement.

Governors are expected to behave in a professional manner, as described in the governing board's code of conduct, including acting in strict confidence. They act as a critical friend to the school, and in the best interests of all the pupils of the school.

What is the time commitment?

Governors are expected to attend meetings and read all the papers before the meeting. In some cases, there may be opportunity to be more involved, for example by attending school trips or helping out with particular projects. The typical governor meetings include:

- Full Governing Body meetings once each term, usually a two-hour meeting at school from 4pm.
- Two main committees, which usually meet once each term at school from 4pm. Governors typically join one of these committees – either the finance and premises committee, which oversees how money is spent, or the pupil related committee, which monitors pupil's educational outcomes.

There may be additional meetings arranged on an ad hoc basis. You'll also be invited to attend induction training and have access to regular relevant training and development events.

What skills are we looking for?

The ideal skills we're looking for are:

- Commitment to the school's vision and ethos (summarised by the Aspire, Belong, Care and Discover values)
- Willingness and ability to attend meetings and get involved
- Ability to identify, evaluate and prioritise issues
- Ability to work in a team and take collective responsibility for decisions
- Good communication skills
- Basic literacy and numeracy skills and IT skills (i.e. word processing and email)

Don't worry if you don't feel you have all of these – a willingness to learn is the main thing that's needed. You do not need to have experience within education. In fact, a broad range of previous experience is seen as a strength for the Governing Body as a whole.

How to find out more?

If you are interested in becoming a governor and want to find out more, please call in to or telephone the school office. We will arrange for you to meet with Mrs Jones (Chair of Governors) or Miss Penarski (Headteacher) who will be able to answer your questions and let you know how the application works. Or you can email me (p.jones@penwortham-pri.sch.uk) to set up a meeting.

We're keen to get applications by Friday 2 May 2025.

All governors are required to be DBS cleared and are expected to sign-up to the school "Governance Framework" and "Code of Conduct" which details expectations of conduct and commitment.

Yours sincerely,

Mrs Pat Jones
Chair Of Governors