

Templefield Lower School

'Inspiring all pupils to love learning, believe in themselves and achieve their best'



Templefield Lower School

28th September 2026

FAO: All Parents / Carers

Dear Parents / Carers

PARENT GOVERNOR VACANCY

I am writing to let you know that we have a vacancy for a parent governor on our governing board and to ask for nominations. Parent governors are valued members of the team and it is vital that the governing board has good representation among its membership.

The board of governors has three core functions:

- Ensuring that the school has a clear vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the school and its pupils.
- Overseeing the financial performance of the school and making sure its money is well spent.

You do not need any special qualifications to be a governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board.

An effective board will have a range of skills and we would particularly welcome nominations from parents with knowledge and experience of: **strategic leadership, finance, data analysis, health and safety, and marketing/communications.**

There are some circumstances under which someone cannot serve as a governor. These are detailed on the nomination form attached to this letter.

Training and support will be available to help you develop into this role. This will include in-house mentoring and support, as well as access to external training.

You should be aware that successful candidates will be required to:

- Undergo a Disclosure and Barring Service (DBS) check.
- Sign the Governors' Code of Conduct.
- Provide details of relevant business and financial interests.
- Complete an induction of statutory training, including ongoing updates.
- Agree to the publication of some details on the school website and on the Get Information about Schools service.

If you feel you can help in this capacity, please complete the attached nomination form and return to the school office (office@templefield-lower.co.uk) marked for my attention by midday on Monday 12th October 2026. You should include a personal statement to support your nomination which should be no longer than 250 words.

If there are more nominations than vacancies, an election will need to be held. Should this be the case, you will be contacted again with details of how you can vote and information about the candidates standing for election.

If you would like to know more about the role of a governor and the work they do, please do not hesitate to contact me on 01525 713625 or email office@templefield-lower.co.uk and I will be happy to answer any questions you have.

Yours sincerely

Debbie Trivett
Headteacher