



Headteacher: Mrs L Naughton



Friday 16th January

Dear Parent(s) and Carer(s),

I am writing to inform you of a vacancy for the role of **Parent Governor** on the school's Governing Board.

The role of the Governing Board

The Governing Board is responsible for providing confident and strategic leadership and for ensuring robust accountability, oversight and assurance of the school's educational and financial performance. The Board is committed to continuous school improvement and to securing the best possible outcomes for all pupils.

The role of a Parent Governor

As a Parent Governor, you will work collaboratively with other members of the Governing Board to ensure it fulfils its statutory duties effectively. Parent Governors bring an important parental perspective to discussions and decision-making; however, they do not act as representatives of the wider parent body.

Person specification

To be considered for the role, applicants should demonstrate:

- 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
- Skills and experience that support effective governance

The Governing Board would particularly welcome applications from individuals with experience or interest in the following areas, as these would help to further strengthen the effectiveness of the Board:

- Financial understanding of budgets
- Knowledge of securing funding for school buildings and facilities
- Understanding the importance of safeguarding and governors' responsibilities in ensuring the safety and welfare of pupils and staff
- Promoting staff wellbeing
- Supporting and developing opportunities to capture pupil voice



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Expectations of Governors

It is important that prospective applicants understand the commitment required for this role. This includes:

- Attendance at four Full Governing Board meetings per year
- Membership of at least one committee (Curriculum, Finance or Staffing), each of which meets once per term
- Maintaining strict confidentiality in all meetings and interactions with staff
- Commitment to training, including safeguarding and governor induction, as well as training related to any specific area of responsibility undertaken (for example, Attendance)
- Visiting the school during the working day to meet pupils and observe policies in action, such as Teaching and Learning, to ensure that practice aligns with what is reported to the Governing Board

The term of office for a Parent Governor is **four years**.

We would actively encourage prospective applicants to contact the school, arrange a visit, and learn more about the role before applying. Comprehensive induction support and ongoing training and development opportunities are available to all new members of the Governing Board.

How to apply

If you are interested in applying for the role, please complete the candidate form attached to this letter and return it to enquiry@walmley-jun.bham.sch.uk by **Friday 30 January 2026**.

If more applications are received than there are vacancies, a confidential ballot will be held. Applicants will be informed if this becomes necessary.

If you have any queries about the role or the application process, or would like to arrange a visit to the school, please contact p.colden@walmley-jun.bham.sch.uk or enquiry@walmley-jun.bham.sch.uk **FAO Mrs Naughton**

Further details regarding the role and responsibilities of a Parent Governor can be found in the attached information.

Kind regards,

Patricia Colden (Chair of Governors) and Lisa Naughton (Headteacher)