

Wednesday, 23rd April, 2025

Dear families,

Re: Vacancy for Parent Governor at Leytonstone School

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 will work with the board to make sure it effectively carries out the duties referred to above. You will also play a vital role in bringing a parental perspective to the governing board, **but you are not there to speak 'on behalf' of the parent body**. The parent governor term of office is 4 years.

To be a Parent Governor you should have:

- A strong commitment to the role and to improving outcomes for all children
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
- In addition to this, the governing board is keen for candidates to have some existing understanding about governance in maintained schools.

Expectations of Governors

Attendance at Meetings: Leytonstone governors must attend 6 governing board meetings per year (these are approx. 2.5 hours long and are on Tuesday evenings). Pre-reading of documentation for each meeting takes at least 2-3 hours.

Committee Membership: Each governor is required to be on one of either the 'Resources' or the 'Curriculum' committee, these meet 3 times per year (also on Tuesday evenings) are similar in length and with similar pre-reading requirements.

Link Governor Duties: Each governor takes on a 'link' governor role for a specific area e.g. safeguarding, SEN, Pupil Premium, careers etc and should be able to undertake one school visit and write one report per term.

Ad-Hoc Panels: An important part of the governor role is to help the school by serving on ad-hoc panels to consider things such as pupil exclusions, staffing matters, complaint appeals etc. It is extremely important to the board that any candidate has the flexibility to take on a share of this work which would usually take place midweek during the day (with notice).

Training: All governors are expected to undertake ongoing training/CPD, and will have access to Local Authority courses, the National College online training suite and 'The Key for Governors' to do this.

Governor Code of Conduct: All governors are expected to adhere to the Leytonstone Governor Code of Conduct which can be viewed here: <https://shorturl.at/cLtlI>

How to apply

If you're interested in applying for the role, please complete the candidate application form by clicking on this link: <https://forms.gle/jbEL6hkBP3QqGR477>

If we receive more applications than there are vacancies, candidate statements will be sent to all parents/carers and an anonymous ballot will be carried out.

The Governing Board at Leytonstone is a friendly, welcoming and collaborative one and we hope that members from all sections of our parent community will consider applying for this role. We value the unique perspectives, skills, and experiences that individuals from different backgrounds bring to our Governing Board.

If you have any queries about this process or would like to find out more about the role, please contact the school at school@leytonstoneschool.org

The closing date for applications is **3pm on Wednesday 7th May.**

Yours faithfully,

Mr J Onyelekere
Headteacher