Headteacher: Ms Z Adam
Telephone: 01924 460666
Email: office@bywelljuniorschool.co.uk
Website: www.bywelljuniorschool.co.uk
Bywell CE (C) Junior School
Bendigo Road, Dewsbury,
West Yorkshire, WF12 7LX

Friday 11th September 2026

Parent governor vacancy letter

Dear **Parents/Carers**,

We currently have a vacancy for **one** parent governor and are seeking nominations for an enthusiastic and committed parent or carer to join the governing body.

There are no particular qualifications required for the role

The core functions of the governing board are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office for all governors is **four** years.

At Bywell C.E. (C) Junior School we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor.

The governing Body's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet as a board **six** times a year and meetings usually start at 5.30pm and are finished around 8.00pm. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given. We also have a finance and resources committee and teaching and standards committee. All governors are invited to join the committee that their skills and experience match with, or they have a particular interest in. Committee meetings are held at the same time as our full governing board meetings.

Governors are required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role is also available.

If you are interested in becoming a governor, self-nomination is acceptable – see attached form, which will need to be submitted to the **school office** by **3 noon** on **Friday 18th September 2026**

When nominating yourself or someone else for the role of parent governor, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other governors and the headteacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact me;

my email address is **office@bywelljuniorschool.co.uk**

If there are more nominations than vacancies, an election will be held on **Friday 25th September 2026** and all parents will be sent a voting paper.

Yours sincerely,

Ms Z Adam

Head Teacher