



To all parents, guardians or carer of children
at Willow Wood Community Primary School

Education Services
Bunny Hill Primary Care Centre, Hylton Lane,
Sunderland, SR5 4BW
Web: www.togetherforchildren.org.uk

Date: Spring Term 2025
Our Ref: WH/WWCPS

This matter is being dealt with by: William Harrison, Governor Support Officer, Governor Support Team, Bunny Hill Primary Care Centre, Hylton Lane, Sunderland, SR5 4BW

Dear parent, guardian or carer

Parent Governor Election

One vacancy exists at your child's school for a Parent Governor with immediate effect. Governors serve a four-year term.

If you are a parent of a registered pupil at the school (or an individual who has parental responsibility for, or cares for a registered pupil at the school), I am writing to you on behalf of Education Services, to seek nominations for this Parent Governor position.

You would be expected to attend Governing Board meetings at least once a term. When appropriate, these meetings can be conducted virtually. Working alongside the Headteacher, governors' responsibilities now include :-

- attending meetings regularly and contributing to discussions. Governing Boards must meet at least three times per year.
- helping to establish the aims, policies and objectives of the school, and how standards of education can be improved
- helping to draw up the School Development Plan
- setting the budget and monitoring expenditure
- ensuring that the national curriculum is implemented and hearing any complaints about its delivery
- appointing, promoting, supporting and disciplining staff, and deciding their salaries
- acting as a link between the local community and the school
- producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice

putting
the child first

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Working on behalf of Sunderland City Council.

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- considering cases of excluded pupils
- establishing a Performance Management Policy
- ensuring accountability

You do not have to be an expert on education to be a member of the Governing Board, and we value the contribution that all members bring to the role. Nevertheless, a key consideration in the appointment and election of all new governors should be the skills and experience the Governing Board needs to be effective. It is therefore important that all prospective governors for election or appointment understand the role of a governor and that they will be expected to adhere to a governance Code of Conduct.

Any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the Governing Board improve its effectiveness and address any specific challenges it may be facing will be an advantage. Training and development will be provided via the school.

If you would like to be nominated as a Parent Governor please complete the nomination form which can be collected from the school's main reception. Please ensure this is hand delivered or posted to the school in line with the closing deadline of the end of the school day on **Friday 7th February 2025.**

If a greater number of nominations are received than spaces the school will implement a ballot procedure. More details on this will follow if necessary.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check (DBS). The Council is responsible for processing these checks on school governors and candidates can be assured that all information is treated in absolute confidence.

You can find out more about school governors by visiting the City's website: -

<https://www.togetherforchildren.org.uk/schools/school-governor-information>

Yours sincerely

William Harrison

Governor Support Team

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