



"A Home for Learning, Laughing, Caring and Trying"

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Dear Parents and Carers,

I am writing to inform you that the governing board of Banks Road Infant & Nursery School has a vacancy for the role of parent governor. We are looking for parents who have the skills required to contribute to effective governance and the success of the school.

The role of the governing board

Governing boards are responsible for a wide range of matters which come under three main headings:

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

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'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the governing board, but you're not there to speak 'on behalf' of the parent body. We seek to recruit and/or develop governors with the skills to work constructively in committees, chair meetings and to lead the governing body.

To be a parent governor you should have:

- 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
- The specific skills required to make sure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following:

- Finance skills – the ability to understand budgets and budget setting, monitoring of financial statements and reports; strategic financial planning and critical thinking, and the ability to scrutinise financial data
- Strategic Vision – the ability to contribute to and understand the school's long-term vision, ethos, and strategic direction.

- Inquisitiveness and analytical skills - the ability to read and understand paperwork, analyse information, ask relevant questions, and seek clarity.
- Teamwork and collaboration -the ability to work constructively with other governors, the Head Teacher, and staff to make decisions and implement actions.
- We offer a full induction package, a mentoring system and training opportunities.

Expectations of governors

Attendance at meetings

- Full Governing Board meetings. You will be expected to attend three meetings per year as a minimum.
- Curriculum Committee and Finance & Operations Management Committee both meet once each half term. You will be expected to attend these meetings.
- Ad-hoc meetings throughout the year.
- Meeting preparation. You will be expected to commit time to reading reports, policies etc. in advance of the meetings.

Maintaining confidentiality

- You will be expected to sign the Governors Code of Conduct and maintain confidentiality at all times.

Committing to training

- You will be expected to carry out statutory training annually to maintain your position as a Governor.
- You will be expected to carry out additional training to assist in your individual role.

Visiting the school

- You will be expected to carry out some monitoring in school in relation to your link area.
- We hold three Governor Days in school each year which you will be encouraged to attend.

Term of office

- Your term of office will be four years.

Who is eligible for election?

The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. All parents or carers of registered pupils at the school at the time of a parent governor election are eligible to become parent governors.

The DfE defines a parent as:

- All natural (biological) parents, whether they are married or not
- Any person who, although not a biological parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative)
- Any person who, although not a biological parent, has care of a child or young person (this means they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

How to apply

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed qualifications and disqualifications criteria. Sign the declaration of eligibility form and return this with your completed nomination form.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process. Please note that your words will be included on the ballot paper that goes out to all parents.
- d. Each nomination must be received at the school by 10.00 am on Friday 8th May 2026. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered electronically, by hand, sent with your child, or by post to the school. Electronic nominations must be returned to office@totonbanksroad.notts.sch.uk. A sealed ballot box will be available in the school reception area for hand deliveries.

Your nomination will be acknowledged within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

In accordance with the School Governance (Constitution) (England) Regulations 2012, an elected member of the Local Authority (LA) or school staff who are paid to work at the school for more than 500 hours in any consecutive twelve-month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school.

If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if this is the case.

If you have any queries about this process or would like to find out more about the role, please contact Evelyn Meenagh, Chair of Governors via the School Office.

Yours sincerely,



Helen Taylor
Head Teacher