



School Site: Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY
College Site: Birchwood Grove Road, Burgess Hill, West, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

30th September 2025

Dear Parent/Carer

Parent Governor Vacancies

The Governing Body is looking for a new parent governor and I am writing to you to invite you to stand for election, or to nominate another parent to do so.

The governing body, with the headteacher, has overall responsibility for the running of the school and governing bodies have three core strategic functions:

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

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the work of the governing body. Training is available for all governors and we expect all new governors to attend free induction training. Meetings take place at the school and college and are generally held at 4.00pm, you will be expected to attend between 6 and 8 meetings per term.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations for parent governors must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election as a parent governor please complete the enclosed nomination form and return it to the school no later than 24th October 2025. You may also include a short personal statement to support your nomination, which should be no longer than 150 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours sincerely,

Adam Rowland
Headteacher

Nomination Form for Parent Governors

Title	
Full name	
Full Address	
Home Telephone No	
Mobile Telephone No	
Childs name	

I wish to stand for election as a Parent governor of the above school. The following two parents or legal guardians of children attending the school support my nomination:

Name	Signature	Address

Brief election statement (up to 150 words):

Signature		Date	
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Please return completed nomination forms to the Head teacher to arrive not later than 24th October.

Qualifications and disqualifications to serve as a school governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school. A person is disqualified from election or appointment as a parent governor if s/he:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is an elected member of the Local Authority.
- A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:
 - is a registered pupil at the school;
 - has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
 - has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
 - has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
 - is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
- has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate

Parent Governors

Parent Governors are elected by other parents at the school by ballot. Any parent, or carer, of a registered pupil at the school at the time of election is eligible to stand for election as a **parent governor**.

As a parent governor it will sometimes feel that have to be an expert juggler. You have to know everything about the school, but can't talk about it; you have to be on everyone's side; and people may imagine that you have loads of free time.....and you have to be able to juggle all these expectations. As a parent you will already be an expert juggler, but developing your role as a governor will take time.



But you are not alone. Governors work as a team. No one is expected to know everything and your contribution helps the governing body to support school to be the best it can be. All governors are unpaid volunteers. It is suggested that governors need to allow for a time contribution of around 8 hours per month. There may be new jargon to learn, courses to attend and understanding the way governance

works. Induction and training for this role is provided.

Staff governors are:	Staff governors are not:
<ul style="list-style-type: none"> well placed to understand parents' views and to remind the governing body how matters being discussed affect parents; 	<ul style="list-style-type: none"> expected to gather the views of other parents and take them to the governing body;
<ul style="list-style-type: none"> individuals! How you vote on any decision is up to you; 	<ul style="list-style-type: none"> simply expected to represent the interests of parents;
<ul style="list-style-type: none"> in a good position to help the governing body to communicate effectively with parents; 	<ul style="list-style-type: none"> a link between parents and the governing body;
<ul style="list-style-type: none"> equal in status to all other governors. 	<ul style="list-style-type: none"> expected to vote as instructed by other parents.

Being a governor



Being a governor is a privilege. The only reason governors exist to ensure each and every child in their school receives the very best education possible. We are all there for the same reason.

A governor is a responsible role. **You have the opportunity to make a difference**, not only for children in school now, but for children in years to come.

The role of governors is to provide strategic direction. What happens in school on a day to day basis is the responsibility of the head teacher and SMT, not governors.

Governors are the point of accountability for the senior management of school and governors are school leaders. How well education is delivered, the results achieved and how well the school is financially managed are all part of what governors regularly discuss. The important questions to governance are “why” and “what”. We look at impact and the standards achieved. Understanding both why a decision was made and the impact it has had on learning affects the decision making process.

Governors work as a team. Always be supportive of the collective decision. You must not express personal dissatisfaction at decisions to the wider school community. If you feel strongly say so at the point the decision is being made. Rumours will result in damage to our school which is the last thing you want.

Always observe confidentiality. As a governor you will get to know a lot of highly sensitive and confidential information – don't discuss it with anyone outside meetings. Imagine how you would feel if someone did that to you? The governing body has a code of conduct. The simplest way to be removed as a governor is to reveal confidential information to someone else.

Confidentiality



How you can help individual parents?

From time to time you may be approached by other parents asking for help, or wanting to make a complaint about something the school is, or isn't doing.

- ◆ Make it clear you can't act for the governing body.
- ◆ Don't raise expectations that the school will "put it right" – there may be underlying issues or background that you don't know about.
- ◆ Keep an open mind – there are at least two sides to every story!
- ◆ You may need to explain why the governing body has made a decision in a certain way, so be prepared.



What to do if you experience a conflict between being a parent and being a governor

This can happen – especially if you think the governing body is making decisions which you feel will adversely affect your child(ren).

- ◆ If a difficulty arises, take a step back and think things through as objectively as you can
- ◆ If you are concerned, talk to the headteacher or to the chair of governors.
- ◆ Make sure you don't break confidentiality when discussing your concerns outside governing body meetings.

Where to get help, advice and support

All new governors are provided with an induction pack, and encouraged to undertake the new governor training provided by WSCC for all schools and by the NGA on line.

- ◆ From other governors.
- ◆ From the headteacher.
- ◆ From the chair of governors.
- ◆ From the clerk to the governing body.