

## Church of England (Aided)

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Headteacher: Mr David Woolley, B.Ed. (Hons)



14 November 2025

Dear Parent/Carer/Guardian,

### **Parent Governor Vacancy**

One of our elected parent governors' term of office is coming to an end on 18 February 2026 so the position is required to be re-voted. The intention is to have the new parent Governor in place before the Full Governing Body training taking place in January.

A requirement of this elected position is to invite any parents who might like to put themselves forward to do so. I therefore detail below information regarding this. If more than one parent was to come forward, we will hold an election. This would involve sharing the statements candidates have written (on the application form) with all parents. If you wish to be included in a potential election, please contact the school office for an application form which would need to be completed and returned to the school (paper copy or emailed to [adminoffice@upham.hants.sch.uk](mailto:adminoffice@upham.hants.sch.uk)) before Friday 28<sup>th</sup> November.

### **Information**

The governing body's main tasks are:

- to ensure that the school has a clear vision, ethos, and strategic direction;
- to hold the headteacher to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and making sure its money is well spent.

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

Governors are required to attend full governing body meetings of which there are 10 per year. These normally take place in the evenings from 18:30 for approximately 2 hours either in-school or on-line. It is expected that once a Governor becomes experienced, they are expected to undertake a lead Governor role within the structure suited to their experience / knowledge. They may also be assigned to a sub-committee which meets occasionally.

In looking to fill this vacancy the governors of the school have identified the following skills, experience and attributes that they feel would help strengthen the governing body:

- Knowledge of HR
- Safeguarding
- Premises Management
- Commitment to the education of all children
- Willingness to engage with learning

Training and support would be available to help in the role. This would include in-house mentoring and support, as well as access to external governor training.

The guidelines giving full details about how vacancies are filled can be found on the school's website. You should also look at the information for prospective governors on the [Hampshire Governor Services website](#).

Please note that for the protection of children all governor appointments are subject to a Disclosure and Barring Service Check and an identity check.

If you would like to find out more information we will be holding a drop-in information session on Wednesday 19<sup>th</sup> November between 14:45 and 15:40 in school.

Yours sincerely,

A handwritten signature in blue ink that reads "D. Woolley". The signature is written in a cursive style with a large, looped 'y' at the end.

David Woolley, Headteacher