



Coed Y Brain Primary School,  
School Street,  
Llanbradach,  
Caerphilly,  
CF83 3LD

19<sup>th</sup> September 2025

Dear Parent

## **PARENT GOVERNOR VACANCY**

There is currently a vacancy for a parent governor on the Governing Body. The purpose of this letter is to invite you to consider serving as a parent governor and to explain the role of the governing body.

### **The Governing Body's core responsibilities:**

- ❑ **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement, attendance and behaviour, including the rigorous review of published performance data.
- ❑ **Targets** – acting as a “critical friend” setting targets by which progress for pupil achievement and outcomes can be measured.
- ❑ **Curriculum** – ensuring all learners have access to a broad and balanced curriculum and that all statutory requirements are met.
- ❑ **Determining the aims, policies and priorities of the school** – involvement in the School Improvement Plan, School Self Evaluation and renewal and approval of statutory policies and documents.
- ❑ **Finance** – determining and monitoring the school budget
- ❑ **Staffing** – deciding the number of staff and involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances.
- ❑ **Providing parents with information** – Annual Report to Parents, School Prospectus and meetings requested by parents.
- ❑ **Inspection preparation and follow up** – including producing an action plan and monitoring progress following an Estyn Inspection.
- ❑ **The well being and safeguarding of learners including the promotion of Healthy Eating.**
- ❑ **Awareness of their responsibilities in equality matters and where to seek advice.**
- ❑ **Evaluation of the Governing Body's own performance as and when required.**

### **Who are Parent Governors**

Parent governors are elected as representative of the interests of the parents of pupils. However, parent governors are not mandated delegates of parents. They are a member of a corporate body – the Governing Body – and have the same powers, duties and responsibilities as all other governors. Unless specifically instructed by the governing body, they have no individual powers to make decisions. Parent governors are entitled to exercise the same powers, duties and responsibilities as other governors and have the same rights as other governors. Parent governors are a distinctive category of governor and, as elected representatives, are well placed to understand the needs and points of view of parents.

Parent governors are elected to serve a term of office of 4 years.

## **What qualifications do School Governors need?**

No special qualifications are needed to be a governor. Governors are given full information on their role from the Local Authority in addition to the opportunity to attend training courses.

All new governors must complete a mandatory induction training programme. New governors and those undertaking a second term of office also must complete mandatory training on data. Details of this will be provided by the Local Authority.

## **What do I do next?**

If you would like to be a parent governor, you need inform the school by **Monday 29<sup>th</sup> September 2025** so that a nomination form can be sent to you. You will then need to complete the nomination and return it to school by **Monday 6<sup>th</sup> October 2025**. Any nominations received after this date will not be accepted.

If more nominations are received than there are vacancies, an election will be held which would be decided by a simple majority. The timescale for any election would be as follows: -

<b>Closing date for nominations:</b>	<b>Monday 29<sup>th</sup> Sept 2025</b>
<b>Issue of ballot papers (if election is required):</b>	<b>Monday 6<sup>th</sup> Sept 2025</b>
<b>Return of ballot papers:</b>	<b>By Friday 10<sup>th</sup> October 2025</b>

I hope that you will think about becoming a School Governor. The governing body would welcome your involvement in their essential work to promote the achievement, well being and development of all pupils at the school.

Yours sincerely

Mrs C.Wilson  
Headteacher