



14 September 2026

Dear Parent or Carer

The Governing Board of Westfield Academy currently has a vacancy for one parent governor. As a parent/carer of a student attending our school we would like to invite you to put your name forward for consideration.

Parent Governor

This is a parent or carer of a student attending the school who is elected by the parents/carers to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Governing Board.

The Role of Governor

There are 3 main functions of a governor:

1. Making sure there is clarity in the vision, ethos and the strategic direction of the school
2. Holding the Executive Headteacher to account for the educational performance of the school and the performance management of the staff; and
3. Making sure that the school spends its money effectively.

The role of a governor will be:

- A thinking and questioning role not a doing role - the Headteacher and staff are employed to do that.
- Required to get to know the school by knowing its strengths and weaknesses.
- Expected to commit to the time required to undertake the role which would equate to approximately 20 days per school year.
- To always act in the best interests of all of the students in the school to better their outcomes

Expectations of governors

The expectations of governors have increased and it is important to understand that, in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the values and ethos of their school;
- Attend & contribute to meetings of the Governing Board;

- To visit the school throughout the year in line with the visits schedule linked to driving forward improvements;
- Analyse information, make observations and be proactive in seeking ways in which the school could further enhance outcomes for all students;
- Engage in constructive discussions that will involve questioning and challenging points of view;
- Review and agree policies & guidance, ensuring that the school is working effectively within legal frameworks;
- Maintain confidentiality;
- The term of office will be 4 years.

The list is probably longer, but does give a flavour of the demands that the Governing Board will face.

The National Governance Association (NGA) has produced a short animated film which highlights the role of school governors. Please click [here](#) to watch on YouTube.

The procedure for recruiting a Parent Governor is as follows:

- A letter is sent inviting nominations from parents and carers of a student attending the school.
- Candidates complete the candidate form and submit a brief statement of their knowledge and experience in areas that can contribute to effective governance, outlining their suitability for the role (100 words max). In the event of a ballot, see below, this statement will be distributed to all parents/carers in the school with the intention of helping them to make an informed choice when voting.
- Current governors at the school may meet with you to discuss the role in further detail.
- 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 we have to do this.
- An enhanced DBS check is required for the successful candidate.

How to apply

If you're interested in applying for the role, please click [here](#) to complete the candidate form by no later than 2:00pm on Monday 21 September 2026. Paper copies of the candidate form are available on request, please contact the Clerk to the Governors, Mrs Lisa Jeffreys, tel: 01935 423747.

If you have any queries about this process or would like to find out more about the role, please contact the Clerk to the Governors, Mrs Lisa Jeffreys.

Yours sincerely

Mr S Bachrach
Chair of the Governing Board

Qualification and Disqualification Regulations for School Governors

- I am aged 18 or over at the time of my election or appointment.
- I do not hold another governor position at the same school as the same time (unless renewing a current position).
- I am not the subject of a bankruptcy restriction order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or my estate has not been sequestered, and the sequestration has not been discharged, annulled or reduced.
- I am not subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- I have not been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- I have not been removed from office as an elected governor within the last five years.
- I am not included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- I am not barred from any regulated activity relating to children.
- I am not subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I am not disqualified from working with children or from registering for child-minding or providing day care.
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, I have not been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years ending with the date preceding the date of appointment/election as a governor or since becoming a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, I have not received a prison sentence of 2 ½ years or more in the 20 years ending with the date preceding the date of appointment/election as a governor.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, I have not at any time received a prison sentence of 5 years or more.
- I have not been convicted and fined for causing a nuisance or disturbance on school or educational premises during the 5 years ending with the date immediately preceding appointment/election or since appointment or election as a governor.
- I will not refuse a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.