SUTTON ST JAMES C.P. SCHOOL

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Headteacher: Miss Claire Willows

Monday 14th September 2026

Parent Governor Vacancy

Dear Parent

PARENT GOVERNOR ELECTION AT SUTTON ST JAMES CP SCHOOL

I am writing to let you know that there is a vacancy for one parent governor at our school and 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. Governing bodies have three main roles:-

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

Governors are not expected to be involved in the day-to-day management and administration of the school, but rather to set strategic plans for the school and to provide the Headteacher with guidance on general principles. However, Governors need a strong commitment to the role, the curiosity to question and analyse, and the willingness to learn.

Based on our most recent skills audit, we would particularly welcome nominations from parents with **skills relating to buildings, premises management, compliance & relevant regulations and health & safety**. For more details of desired knowledge, please see the attached sheet.

Our parent governors have a term of office of four years. Our governing body usually meets six times a year and has two committees (Resources and Standards) who meet three times a year. You will be expected to sit on the Resources committee (where the parent Governor vacancy has arisen) and visit the school formally for monitoring purposes at least twice a year, commit to attend training courses, perform additional research as required and take part in monitoring at least one area within the school

If you would like to stand for election or wish to nominate someone else, you should complete the attached form and return it to the school via your child. Completed nomination forms must be returned by the end of the school day on Monday 28th

September. If there are more nominations than vacant posts, a ballot will be held and one voting paper per parent will be sent to you via your child.

If you would like further information on your eligibility to serve as a parent governor or on the role of a governor, please contact me.

Yours sincerely

C.Willows

Headteacher
Returning Officer for Governor Elections

Desired knowledge, skills and experience to support the Governing Body.

Knowledge and Experience

- Awareness of the responsibilities of schools, governing boards and other relevant parties in relation to statutory health, safety and premises requirements.
- Knowledge or practical experience of health and safety legislation, policies and procedures.
- Understanding of building regulations, statutory compliance and building standards relevant to schools or other public buildings.
- Experience of identifying, assessing and managing health and safety risks.
- Understanding of areas such as fire safety, asbestos management, electrical safety, accessibility, legionella/water safety and emergency procedures.
- Experience of working with, or overseeing, building maintenance, repairs, refurbishment or construction projects.
- Ability to understand and scrutinise information relating to premises condition, compliance, maintenance programmes and capital works

Desirable criteria

- Professional experience in health and safety, construction, property, facilities management, surveying, engineering, architecture, building control or a related field.
- Experience of working with local authorities, building control, contractors, consultants or other regulatory bodies.
- Knowledge of school premises standards and statutory compliance requirements.
- Experience of overseeing or contributing to capital projects, refurbishment programmes or major building works.
- Understanding of procurement, contractor management and quality assurance.
- Relevant professional qualification or membership of a recognised professional body.

Personal Qualities

- Be committed to the wellbeing, safety and educational experience of pupils.
- Be willing to undertake relevant governor training and develop their knowledge of education and governance.
- Be objective, constructive and willing to challenge appropriately.
- Be able to work collaboratively as part of a governing board.
- Maintain confidentiality and demonstrate integrity.
- Be willing to devote sufficient time to meetings, preparation, training and relevant school visits.
- Understand and respect the distinction between the strategic role of the governing board and the operational responsibilities of the headteacher and school staff.

Key Contribution to the Governing Board

- Reviewing whether appropriate health and safety systems and controls are in place.
- Providing informed challenge on premises condition and statutory compliance.
- Scrutinising building surveys, maintenance plans, risk assessments and relevant professional reports.
- Supporting oversight of building projects and major maintenance works.
- Ensuring that risks associated with the school estate are appropriately identified, managed and reported.
- Helping governors understand when specialist advice or further investigation is required.
- Supporting the board in fulfilling its strategic oversight responsibilities for the safety and suitability of the school premises.