



## HECKMONDWIKE GRAMMAR SCHOOL

11 November 2022

PDR/JDN

Dear Parent/Carer,

I am writing to inform you of two vacancies for the role of parent governor on our governing board.

### **The role of the governing board**

The school's governing board is responsible for providing confident and strategic leadership; and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our students.

### **The role of a parent governor**

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also bring a parental perspective to the issues discussed, but you are not there to speak 'on behalf' of the parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

The governing board, in line with DfE guidance around appropriate skillsets for governance, is keen for candidates to have skills in the following:

- Marketing/Community engagement
- Building maintenance
- Contracting services
- Fundraising
- Understanding of current education policy

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Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.

## Expectations of governors

It is anticipated that governors are fully committed to the students, the staff and the school.

This will involve:

- Attendance at Full Governing Body meetings (four per year)
- Membership of one of the two subcommittees, either Curriculum and Staffing or Finance and Risk (each meets four times per year)
- Maintaining full confidentiality regarding governance meetings
- Committing to training, starting with the induction process

## How to apply

If you are interested in applying for the role, please complete the enclosed candidate form and email to Jody Dunn, Clerk to the Governors on [jdunn@heckgrammar.co.uk](mailto:jdunn@heckgrammar.co.uk) by **Friday 25 November 2022**. 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.

If you have any queries about this process or would like to find out more about the role, please contact Jody Dunn on the above email or on 01924 402202.

Yours sincerely,



Mr Peter Roberts  
Headteacher