HECKMONDWIKE
GRAMMAR SCHOOL

PDR/JDN

18 November 2026

Dear Parent/Carer,

I am writing to invite applications for two parent governor vacancies 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 bring a parental perspective to the discussions and decisions of the governing board, although parent governors do not represent individual parents or act as delegates for the wider parent body.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good interpersonal 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

**Expectations of governors**

Governors are expected to demonstrate a strong commitment to supporting the school, its students and its staff.

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 meet four times per year)
- Serving as a link governor to a particular area of the school
- Maintaining strict confidentiality regarding governance matters and discussions
- Undertaking governor training, starting with the induction process
- Committing to a four-year term of office

**How to apply**

If you are interested in applying for the role, please complete the enclosed candidate form and return it by email to Jody Dunn, Clerk to the Governors, at jdunn@heckgrammar.co.uk by **Friday 27 November 2026.** Should the number of applications exceed the number of vacancies, an election by secret ballot will be held. Further details will be provided if this becomes necessary.

If you would like further information about the role or the election process, please do not hesitate to contact Jody Dunn using the details above.

Yours sincerely,



Mr Jonathan Hodgson
Chair of Governors