



WINDSOR COMMUNITY PRIMARY SCHOOL

Upper Hill Street, Liverpool L8 8JE

Tel: 0151 709 6769

Email: f.wright@windsor.liverpool.sch.uk

Website: www.windsorprimaryschool.co.uk

8th January 2026

Dear parents/carers,

We currently have a vacancy for a parent governor and are seeking nominations for enthusiastic and committed parents or carers to join our governing body.

There are no particular qualifications required for the role but the role requires the individual to be able to carry out the functions of the governing body as set out below, being able to offer the school support and challenge where appropriate.

The core functions of the governing body are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The **term of office** for all governors is **four years**.

At Windsor Community Primary School we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent governor. The governing body's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent governors are welcomed as valued members of the team and play a vital role in ensuring the governing board is aware of the views of parents and the local community.

We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

Governors currently meet as a board 4 times a year and meetings usually start at 4.00pm and are finished around 6.00pm. All meetings are held at the school. If needed, additional meetings will be planned with, unless there are extraordinary circumstances, seven days' notice given. We also have a finance and



personnel committee and curriculum committee. All governors are invited to join the committee that their skills and experience match with, or they have a particular interest in. However, we would be particularly keen to welcome parents who have a skill set that could enhance our membership of the finance and personnel committee at this time.

Governors are also required to regularly visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new governors a comprehensive and supportive induction, and each new governor is assigned a mentor. Full training for the role through the local authority is also available.

If you are interested in becoming a governor please read the attached information about becoming a governor and also complete the nomination form together with a personal statement (no more than 300words), and **submit to the school office by 12.00 noon on Thursday 15th January 2026**

When nominating yourself as the role of parent governor, you believe that you have the skills and commitment to undertake the role. You are trusted to represent the views of parents when working with other governors and the headteacher, to promote high standards and strategically develop the school. The parent governor's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact either myself or Mrs Wright through the school's contact details.

If there are more nominations than vacancies, an election will be held on Friday 10th December and all parents will be sent a voting paper.

Yours sincerely

Stephen Jones

Mr Stephen Jones
Chair of Governors



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Parent governor nomination form

Please complete the form below and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school governor.

I wish to nominate myself for the role of parent governor at Windsor Community Primary School School. I have read the information on disqualification and confirm that I am eligible to stand for election.	
Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Personal Statement (to support your nomination)

Role of Parent Governor

As a parent governor you hold the unique position of having a parental viewpoint. Through the children you will have first-hand experience of the curriculum and how the school is perceived from the consumers' point of view. You will be able to bring this perspective to the strategic management of the school.

As a parent governor you do not have to vote in a particular way because you have been pressed to do so by parents. Objectivity, however, is essential. You are not there to promote the interests of your own children but all children. Parent governors are elected by other parents and it is important to establish a rapport with the parental body that elected you, whilst continuing to maintain a strategic approach to school governance.

As an effective parent governor you:

- help to decide the priorities for improving the school
- work in partnership with the Head Teacher, senior leadership team and cooperatively with other governors to raise standards and improve outcomes for all children
- prepare for meetings by reading papers beforehand
- take responsibility for your own learning and development as a governor including attending training
- attend full governing body and relevant committee meetings promptly, regularly, and for the full time
- read briefings and newsletters for governors; present a balanced view of issues representing different sections of the community
- promote the interests of the school in the wider community
- be loyal to the decisions made by the governing body
- respect the confidentiality of governing body affairs
- never promise to 'solve a problem' on your own
- never press your own child's case at the expense of others
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial
- have regard to the broader responsibilities as a governor of a public institution in regard to promoting accountability for the actions and performance of the governing body

Time commitment

- Governors are expected to attend all full governing body meetings and committee meetings as appropriate. Windsor's governing body meet at least 4 times per year.
- In addition to meetings you will also be expected to visit the school in action.
- Although you will have a good knowledge of the school through your child's experience, formal visits as a governor are an essential part of your role, particularly in relation to monitoring and evaluating.
- Note: a governor is disqualified from holding office if they fail to attend governing body meetings without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed. In addition to meetings, you will also be expected to visit the school in action.

Time off from work

- Under employment law, employers must give employees who are school governors, reasonable time off to carry out their duties. The employee and employer have to agree on what is reasonable. Employers may give time off with pay but do not have to do so.

Communication and confidentiality

- You can also help to ensure that the governing body keeps a clear focus on ensuring that the school provides an effective, safe and stimulating environment for all children. If, however, an issue comes to a vote, you should vote on the basis of what you consider to be in the best interests of the school.



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- The work of the governing body is recorded in the minutes which should be made available to all parents apart from confidential items.
- As a parent governor you are free to report any decision in advance of publication of the minutes if you are sure that you are not breaching a confidence of the governing body and that the information you are presenting is accurate and that it is appropriate for you to report the decision.
- Note - you would be breaching the confidence of the governing body if you reported how individuals voted, comments made by individuals or individual discussions.

Complaints

- Parent governors are not there to provide an alternative route to addressing individual parental concerns, although if you do become aware of more widespread disquiet about the school's policy and practice then you should alert the Head Teacher and chair. Sometimes a parent governor may be approached with a complaint.
- If a parent has a concern or complaint which is very specific to their child, you should, if approached, advise them to follow the school procedure; do not get involved. It is not your role to hear the complaint details. They should try to resolve their concerns by speaking to the appropriate teacher. If the parent remains dissatisfied with the outcome, suggest that they make an appointment to speak to the Head Teacher or head of year. You should guide parents regarding appropriate lines of action, making them aware of the school's complaints policy and procedures. If a parent raises issues of general concern with you, you should suggest that they make these known to the Head Teacher.
- Being a parent governor does not disqualify you from your usual rights as a parent, including making a complaint.

Qualifications and disqualifications to serve as a school governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;



- has had his/her estate sequestered and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months