



ST. ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS



Lightcliffe Road
Brighouse
West Yorkshire
HD6 2HH
☎ (01484) 714964

Executive Headteacher: **Mrs Catherine Palmer**

Waterloo Road
Brighouse
West Yorkshire
HD6 2AN
☎ (01484) 712895

✉ admin@st-andrews-inf.calderdale.sch.uk

✉ office@standrews.calderdale.sch.uk

24th April 2026

Dear Parent(s)/Carer(s),

I am writing to inform you of a vacancy 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 pupils.

For example, they are responsible for:

- helping to establish the aims and policies of the school and how the standards of education can be improved
- helping to decide how to spend the school's budget
- drawing up an action plan after an OFSTED inspection and monitoring how it is put into practice
- helping to draw up the school development plan
- the appointment of the Executive Headteacher and other leadership roles
- linking the local community with the school

The role of a parent governor

As a parent governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the governing board, but you're 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 make sure the governing board delivers effective governance. Training is offered to help you understand your role and responsibilities.
- Be able to attend meetings - some of the meetings may be during the school day, at the end of the school day and some are in the evenings.





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The governing board is keen for candidates to have skills in the following:

Expectations of governors

- Attendance at meetings
- Maintaining confidentiality
- Committing to training
- Visiting the school
- The term of office for parent governors is four years but you may resign at any time. Even if your child leaves the school, you will be able to complete your term of office, if you wish.

How to apply

If you are interested in applying for the role, please complete the candidate form and return to Mrs E Stollery via email or the school office by Tuesday 5th May 2026. (Paper copies are available from the school office). If we receive more applications than there are vacancies, it will then be necessary to hold an election by secret ballot. 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 Elaine Stollery, Clerk to Governors (estollery@standrews.calderdale.sch.uk) or Mrs C Palmer, Executive Headteacher.

Yours sincerely,
Mrs E Stollery
Clerk to Governors / Returning office

