



November 2025

Dear parent/carers

Parent Governor Vacancy

The Governing Board operates at a strategic level and is not involved in the day-to-day running of the school. We are responsible for both the conduct of the school and for the promotion of high standards. We carry out this role by setting the vision for the school, ensuring that the school works efficiently and effectively towards achieving its vision, and that the school provides a high quality education for its pupils. This is done by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance.

Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of its pupils, together with the time and willingness to get involved. The skills you have can be very useful to the Governing Board.

Governors also need 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read budget reports and data on school standards.

Our governors come from a range of different backgrounds, skills and experience but all share a common interest of wanting the best possible education for the children in our school.

Governors are essential for the effectiveness and success of the school and it is an extremely rewarding and fulfilling role. All school Governors serve a 4 year term. They act as a 'critical friend', working voluntarily to strategically oversee the running of the school. Minutes of all committee meetings are available upon request from the school office.

The main responsibilities of a Governor

As part of a team:

- Setting the strategic direction of the school;
- Holding the leadership to account for the performance of the school;
- Making sure that resources are used well, and that money is well spent.

Requirements

There are no specific qualifications for the role of governor. You just need the right attitude, enthusiasm, and time to devote to the role.

Specific requirements

We are particularly interested in governors with skills in:

- ✓ Finance
- ✓ Human Resources
- ✓ Legal
- ✓ Health and Safety
- ✓ Safeguarding
- ✓ Capital projects management

Day and times of most meetings

Full Governing Body and Finance meetings are generally on Mondays and a mix of virtual (3:30pm) and in person (5:30pm)

The time commitment

Approximately 10 days per academic year spent attending meetings, visiting the school from time-to-time and undertaking relevant training.

If you are interested in this extremely important role or require more details, please contact Mrs Kathryn Houldey (Clerk to the Governors) on 0121 556 4131 or via email at Kathryn.Houldey@woodgreenacademy.co.uk by Wednesday 19th November 2025.

Many thanks

A handwritten signature in black ink, appearing to read 'J Topham'.

Mr J Topham
Headteacher