



WOODBIDGE HIGH SCHOOL

Pride In Achievement

Headteacher: Mr Steven Hogan

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All Parents/Carers

Autumn 2019

Dear Parent/Carer,

TWO PARENT GOVERNOR VACANCIES: AUTUMN TERM 2019

-ACCOMPANYING INFORMATION (Please also refer to the Nomination Letter within the attached Guidelines-Appendix A)

The school presently has TWO vacant Parent Governor positions to fill. Nominations are invited from parents to fill these posts on the basis of a term of office of four years. The following information explains the role of the governing body. If you are interested in applying for one of these vacancies, please complete the application form contained within the Guidelines and then return it, marked for my personal attention as Clerk to the Governing Body, by 3.15pm on Friday 27th September 2019.

Essentially, the governing body works with the school's leadership team on strategic planning, developing policies and school review. Governors play an active part in considering the means for the further improvement of the school, offering support and advice to staff, and being responsive to the needs of parents and the wider community. Governors do not, though, intervene in the day-to-day management of the school.

The full governing body at Woodbridge meets in the evening, generally twice in the autumn term and once in each of the other two terms. All parent governors are expected to join at least one (preferably two) of our three main sub-committees (i.e. Curriculum and Standards, Personnel, and Finance & General Purposes). These committees also meet on one evening in each term. Each meeting is preceded by the receipt of a significant amount of documents, circulated electronically, which governors will need to allow time to read (say, a couple of hours) in advance so that they can participate actively at the meeting. The governor role at Woodbridge is a very rewarding and varied one and it makes a substantial contribution to the effective operation of the school.

From time to time, governors will be asked to participate in other daytime activities, such as joining interview panels for prospective teachers, attending governors' 'fact finding' mornings concerning specific school subjects, touring the school premises to help decide priorities for significant enhancements of the buildings, and to offer advice to the school in non-academic areas where they have relevant professional expertise or experience. Governors are encouraged to attend some of the school's 'events' such as plays, concerts, etc.

Most non-staff governors also serve as 'link-governors' assigned to key areas of our school development plan (such as teaching & learning, student behaviour, progress of disadvantaged students, etc) where they visit the school during the daytime, perhaps twice a year, and discuss work progress with the appropriate link person member of staff for the particular subject.

Our governors continue to benefit from the wide-ranging training courses that are organised by the Local Authority (e.g. Induction, Finance, Recruitment, etc). All governors are expected to make a commitment to attend training courses (daytime or evening).

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It is important that parents who agree to be nominated for election as a governor are aware of the time that they will need to commit, balanced against their own priorities, and are confident that they can meet this commitment.

Woodbridge's governing body comprises seven Parent, one Local Authority, two Staff and ten Co-opted Governors.

If you are interested in becoming a Parent Governor, please feel free to contact me at my e-mail address below and I will be pleased to provide further clarification about this role.

Yours faithfully,



Frank Gordon
School Finance & Business Manager and Clerk to the Governing Body

FGordon@woodbridgehigh.co.uk

