



WOODBIDGE HIGH SCHOOL

Pride In Achievement

Headteacher: Mr Steven Hogan

St Barnabas Road, Woodford Green, Essex, IG8 7DQ

Tel: 020 8504 9618

www.woodbridgehigh.co.uk

info@woodbridgehigh.co.uk

To All Parents/Carers

Autumn 2026

Dear Parent/Carer,

PARENT GOVERNOR VACANCY (AUTUMN TERM 2026):

The school presently has a vacant Parent Governor vacancy to fill.

We are seeking nominations from parents/carers to fill this position which has a four-year term of office. We are striving to ensure that our Governing Body is reflective of the diversity of our school and wider community, as we recognise that this will improve decision making and give our students strong role models. We are aware that our current Governing Body does not yet fully reflect this diversity and we welcome applications from all parents/carers, regardless of background, and we are particularly interested in increasing representation of People of Colour within our Governing Body.

The following information explains the role of the governing body, which you should read very carefully.

School governors in England are the largest volunteer force in the country, and schools are aware that high quality governance has a significant impact on how well their institutions are run and what students can achieve. If you are interested in applying for this position, please complete the nomination form linked and read the eligibility criteria:

[Nomination Form - Parent Governor Vacancy, Woodbridge High School – Fill in form](#)

[Eligibility criteria](#)

Hard copies can be requested from the school office but must be marked **Parent Governor Nomination** and returned by **3.15pm on Monday 9th November 2026**.

What Does the School's Governing Body Do?

The school's governing body is responsible for:

- Ensuring clarity of vision, ethos and strategic direction of the school, including developing policies and school review. All governors, including parent governors, have the same responsibilities. Parent governors are not delegate representatives of other parents as such, so are not required to speak 'on behalf' of them. Woodbridge's governing body comprises five Parent Governors, one Local Authority Governor, two Staff Governors (including the headteacher) and twelve Co-opted Governors.
- Holding the school leaders to account for the educational and financial performance of the school.





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- Overseeing the financial performance of the school and making sure money is well spent.

The successful applicants will join a governing body that is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our students. In summary, governors work strategically and without intervening in the day-to-day management of the school.

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. Experience tells us that governors not only make a difference to the school, but also gain much personal and professional satisfaction from the role.

The Commitment of the Governing Body

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 & 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 number 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.

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 matters, 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.

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.

Governors' Training and Induction

When a new governor takes up a position on a governing body, it is vital that they receive a sound induction i.e. one that gives them key information but without overloading them. New governors are invited to meet the





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Co-Chairs of Governors, Headteacher and Clerk to the Governing Body within the early stages of their appointment, to discuss their new role and to get to know how the school operates. They are also provided with appropriate school documentation to help them with their new responsibilities. Governors are expected to participate in the various training courses run by the local authority (generally held in the evening), including an induction session.

School governance allows you to develop your skills, both personally and professionally. Governors could add the following skills and experience to their CV:

- Strategic planning;
- Experience on a governing body;
- Holding senior leaders to account;
- Finance, maintaining oversight of a large budget;
- Human resources and performance management;
- Marketing;
- Communication and team work;
- Decision making.

If you are interested in becoming a parent governor but you would like further guidance, please feel free to contact the school on Governorelections@woodbridgehigh.co.uk if you require further clarification about this role.

Yours faithfully,

Sazyea Rafiq

School Finance and Business Manager

