



14 September 2016

Dear Families of Leopold Primary School,

Parent Governor Vacancy

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.

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
- A commitment to the school's leadership and strategic direction

In addition, the governing board is keen for candidates to have skills in any of the following:

- HR
- Building maintenance and or construction
- Legal expertise
- Finance

These are desirable not essential.

Growing minds. Igniting Dreams. Empowering Futures



Expectations of governors

All governors must be committed to their roles and will agree to the following:

- Attendance at meetings (4 Full Governing Body Meetings per year plus 3 minimum for committees)
- Maintaining confidentiality
- Committing to training (induction and at least 3 additional per year)
- Visiting the school when requested

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this email and return by email to admin@leopold.brent.sch.uk , for the attention of the Executive Headteacher, by **Monday 28th September 2026**. If we receive more applications than there are vacancies, a vote will be carried out. 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

Cynthia Allen – Chair of Governors
Headteacher
chair@leopold.brent.sch.uk

Theresa Landreth – Executive

tlandreth@leopold.brent.sch.uk

Yours sincerely,

Theresa Landreth
Executive Headteacher

