NEWLANDS GIRLS' SCHOOL
COURAGE COMMITMENT COMPASSION

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19th November 2026

Dear Parent and Carers of all year groups

Re: Notification of Parent Governor Vacancy on Newlands Governing Body

Parent Governor Vacancy

Would you like to be more involved in your daughter's school? If you would, why not consider becoming a school governor? We have a vacancy for one Parent Governor.

We would be particularly keen to hear from you if you have legal expertise or experience of managing buildings.

What does the role of a school governor encompass? Here are some examples:

- Being a critical friend
- Contributing to strategic direction
- Approve the School Development Plan
- Overseeing the budget
- Monitoring the performance of Newlands, e.g. through Key Performance Indicators
- Reviewing/approving school policies and procedures

Your Commitment

If you become a Governor, you assume the following commitments:

- Share the responsibilities of the Governing Body, as summarised above.
- Attend and participate in Governors' meetings on a regular basis – the Governors generally attend c. 6 meetings a year.
- Undergo appropriate training – induction training comprises 4 x 90 minutes sessions delivered on Wednesday evenings; further on-going training on specific topics is also available.
- Visit the school as a link to a specific focus area to learn more about the workings of the school.
- You may also be invited to sit on appointment panels or attend other Committee meetings, etc.
- Parent Governors are appointed to serve a four-year term.

Are you interested?

If you are interested in becoming a Governor but feel a little daunted by the responsibility you would be taking on, remember that full training will be provided and you will always act as part of a team. All those interested are invited to have a conversation with Simon Baker, Chair of Governors, at a mutually convenient time to discuss the role and responsibilities of a Parent Governor in more detail.

What do you need to do next?

Nominations are invited from anyone with parental responsibility for a pupil registered at the school; a nomination form is attached for this purpose.

If you wish to stand for election as a Parent Governor you should:

- Complete the attached nomination form.
- Attach a brief personal election statement (no more than 200 words) for circulation to voters. (This is required if there are more than one nomination). Ideally, this should say who you are, why you want to become a Governor, and what you can offer the school.
- Return the form either by email to clerk@newlandsgirls.co.uk or to Newlands in a clearly marked envelope for the attention of the Governance Professional, c/o Heli Braver, Headteacher's P.A. **by 3:00 pm on Wednesday 2nd December 2026.** Please note that NO nominations will be accepted after this time.

If the number of nominations received does not exceed the number of vacancies, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, a secret ballot will be held and an electronic link to Microsoft Forms Survey will circulated to all parents/carers. For those parents without access to vote electronically, a ballot paper will be issued via pupil post, upon request. This will be open to all Parents/Carers who have parental responsibility for their daughter.

The timetable for the election is set out below:

In the event of a ballot, notice of election will be given to parents on **Friday 4th December 2026.**

Voting will take place from **8:30 am on Monday 7th December to 3:00 pm on Friday 11th December 2026.**

Results of the election will be announced by **3:00 pm on Wednesday 16th December 2026**.

All Parents and Carers will be notified of the result.

After the election, the new Governor will be asked to sign a Declaration Form (attached) and a DBS check will be carried out on behalf of the school by the School Business Manager. If you have lived overseas within the last 5 years, you will also need to provide the relevant police checks or their equivalent.

If you would like to know more about the role of Parent Governor or the appointment process you are welcome to contact me by email: clerk@newlandsgirls.co.uk, or I can arrange for you to speak to a serving Governor at Newlands.

Yours sincerely

John Ralfs

Mr John Ralfs
Governance Professional