

Wyburns Primary School

Nevern Road
Rayleigh
SS6 7PE
admin@wyburns.org
01268 770914



5th September 2025

Dear Parents and Carers,

Our skilled and highly dedicated Local School Board is looking for a parent governor to join their team.

The position is open to all parents and guardians of children in our school. Being a governor will give you the opportunity to help shape and guide the children's future.

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 ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

The governing board is keen for candidates to have skills in one or more of the following areas: finance, legal compliance, education, healthcare, accountability or strategic leadership.

Expectations of governors

In nominating yourself for the post of parent governor we would ask that you commit to:

- Take up the post for 3 years.
- Attend a minimum of 4 out of 6 governor board meetings a year.
- Maintain confidentiality.
- Attend training courses if required.
- Visit the school formerly for monitoring purposes at least once a year, preferably once a term, and report back to the governing body.
- Promote the school in the wider community.

How to apply

If you're interested in applying for the role, please complete the form below and return it to admin@wyburns.org or in person at the school office by 10am on 12th September 2025

If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any questions about this process or would like to find out more about the role, please don't hesitate to contact either the Chair of Governors or myself through the school office.

We would really cherish your involvement and commitment to supporting Wyburns Primary to provide its pupils with the very best educational experience and memories to value and treasure.

Yours sincerely,

Jo Sampson

Head of School

Self-Nomination for the role of Parent Governor

I am the parent/guardian of *(name of child/children)* _____
at Wyburns Primary school.

Candidate Name and Title: (please print)	
Contact Details:	Address: Phone number: Email:
Candidate statement:	In this section, please outline the skills and experiences that you have and your commitment to the role. <i>Please feel free to continue on a further page.</i>

Signature: _____

Date: _____