

PARKGATE PRIMARY SCHOOL
Parkgate Road
Coventry, CV6 4GF
Telephone: 024 7663 7381
WWW.Parkgate-Coventry.Org.UK
Headteacher: Mrs Z Richards

23rd October 2026

Dear parent(s)/carer(s),

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 children.

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 interpersonal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing board delivers effective governance

Expectations of governors

- Attendance at meetings
- Maintaining confidentiality
- Committing to training
- Visiting the school
- Their term of office

How to apply

If you're interested in applying for the role, please complete the candidate form on the reverser of this letter and return to admin@parkgate.coventry.sch.uk by 6th November 2026. 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 queries about this process or would like to find out more about the role, please contact Frank Lamb on admin@parkgate.coventry.sch.uk.

Yours sincerely,

Zoe Richards

Headteacher

**Parent Governor
Nomination Form**

Candidate name:	
Candidate address and contact number	
Candidate statement:	Use this space to outline why you would make an excellent Parent Governor.

I confirm that I am a parent or carer of a registered child at the school.

Signed: _____ Date: _____