



RISEDALE
A family of learners

RISEDALE SCHOOL

Headteacher: Mrs L Greenwood - BA (Dunelm), NPQH
Hipswell, Catterick Garrison, North Yorkshire. DL9 4BD
Tel: 01748 833501 | Email: enquiries@risedale.org.uk
www.risedale.org.uk | @RisedaleSchool @RisedaleFamily

Monday, 5th October 2026

Dear Parent/Carer,

SUBJECT: Parent Governor Vacancy

I am writing to let you know that there is a parent governor **vacancy for one parent governor** on our governing board, and to ask for nominations.

The Role of the Governing Board:

The governing board, with the Headteacher, has overall responsibility for the running of the school. The three core functions for all boards are:

- to ensure that the school has a clear vision, ethos and strategic direction;
- to hold the headteacher to account for the educational performance of the school and its pupils;
- to oversee the financial performance of the school and make sure its money is well spent.

Who Can Stand for Election?

You do not need any specific qualifications to be a governor. The most important thing is that you are interested in the success of the school and are prepared to play an active part in the work of the governing board. Parent governors are valued members of the team. An effective board will have a range of skills, and we would welcome nominations from parents with knowledge and experience of good practice in diversity and equality, organisational improvement, careers guidance and safeguarding. However, not having a background in these areas should not discourage parents from coming forward.

There are some circumstances under which someone cannot serve as a governor, and these are detailed in the further information attached to this letter.

Training and support will be available to help you develop in the role. This will include in-house support, including a full induction, as well as access to external governor training.

How to Apply:

If you would like to apply, please complete the online [Parent Governor Election Nomination Form](#) by 3 PM on Friday, 16th October 2026.

If you prefer to complete the nomination process on paper, you are welcome to do so. Alternatively, you can email your application directly to me at greenwood.l@risedale.org.uk.

You should be aware that successful candidates will be required to:

- undergo a Disclosure and Barring Service (DBS) check
- sign a governors' Code of Conduct
- provide details of relevant business and financial interests
- agree to the publication of some details on the school website and on the [Get Information About Schools service](#).





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If there are more applications than vacancies, an election will need to be held. Should this be the case, you will be contacted again with details of how you can vote and information about the candidates standing for election.

Further information about governors and the work they do can be found at

[Local-authority-maintained schools: governance - GOV.UK](https://www.gov.uk/government/organisations/local-authority-maintained-schools).

If you would like to know more about the role of a governor at our school, please contact me, and I will be happy to answer any questions you may have.

Yours sincerely,

Mrs L Greenwood
Headteacher

Further Information

Eligibility

To be eligible to stand for election as a parent governor, you must have parental responsibility for, or care for, a child or young person registered at the school on the date of the election. This date is deemed to be the closing date for the receipt of nominations, or the date on which the governor position becomes vacant, if elections are being carried out in advance.

Disqualification

A parent is disqualified from standing for selection if they are:

- an elected member of the local authority
- paid to work at the school for more than 500 hours in any consecutive 12-month period
- Subject to any of the disqualifications under the School Governance (Constitution) (England) Regulations 2012. Full details will be supplied with the nomination papers.

Term of office

The standard term of office is 4 years from the date of appointment. Parent governors may continue to serve their full term of office even if their child leaves the school.

The role of the parent governor

The role of the parent governor is not as a spokesperson for the views of parents. They are the same as any other governor on the board, providing a 'parental viewpoint' ie representative parents rather than representatives of parents.





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Can you be removed from the role?

There are some circumstances where governors can be removed from their role. These include repeated non-attendance at meetings and behaviours not in accordance with the code of conduct.

Frequency of meetings and time commitment required

Risedale governors meet between 8 and 9 times across the academic year. Meetings are usually held in person (although a few may be held virtually) at the school in the early evenings (5-7 pm). Meetings are typically on a Tuesday evening. Good attendance at meetings is crucial.

Governors are expected to prepare for each meeting by reading documents shared in advance (usually 1 week before the meeting) and preparing any questions they have for the headteacher.

Governors are also occasionally required to participate in committee meetings, which are usually convened as needed.

Governors are also allocated link responsibilities, visiting the school on a termly basis to meet with a senior leader to monitor an area of the school's provision and report back to the board on their findings.

Employers must provide employees who serve as school governors with "reasonable" time off work to carry out their public duties.

