



**Brooklands Primary School**  
Woodbourne Road, Sale M33 3SY  
T 0161 973 3758  
E [secretary@brooklands.trafford.sch.uk](mailto:secretary@brooklands.trafford.sch.uk)  
[www.brooklands.trafford.sch.uk](http://www.brooklands.trafford.sch.uk)

13<sup>th</sup> October 2025

Dear Parents and Carers,

### Vacancies – Parent Governors

School governors fulfil an important role supporting the school in evaluating its performance, working alongside the leadership team to establish a strong vision and ethos for the school. Our Board is made up of twelve board members: seven co-opted governors, one Local Authority governor, the Headteacher, one staff governor and two parent governors. For these parent roles, we are required to hold elections every four years.

Parent governors' insight and perspective is essential in shaping the values that underpin the culture, strategy, policies and procedures of our school. Parent governors are elected to provide a parental perspective rather than to act as representatives of the parent constituency whilst avoiding a conflict in interest between this and their role as a parent.

To fulfil its duties effectively, a governing board needs a balance and diversity of skills, experiences, characters, backgrounds, perspectives, attributes and abilities. Governors need not be experts in the field of education. What they need is an interest in the school and in the welfare of our children, as well as the time and willingness to get involved.

Successful applicants will receive high quality training to effectively carry out the role, along with the support of other board members and the school. They will also be able to work collegiately, use critical thinking and contribute effectively to Board and committee discussions. The role is strategic (macro) in role, rather than operational (micro).

We expect Governors to:

- attend termly meetings of the full Governing Board
- contribute as a member of a Committee (Learning & Achievement/Resources) and attend termly meetings during the school day including an associated link visit preceding the meeting
- attend school events when possible to support the work and improve your knowledge and understanding of the school
- attend training courses and be ready to be interviewed by Ofsted inspectors when necessary
- read straightforward budget reports and data regarding school performance (available via the GovernorHub portal, giving easy access to documents, agendas and information to support you in your role)
- provide access to quality training

If you would like to find out more about our current Governors and the work of the Board You might also like to look at the relevant page on our [school website](#) or via our Clerking Service [Trust GS](#).

Please note that for the protection of children all governor appointments are subject to an enhanced DBS check and identity check.

If you would like to put yourself forward as a candidate, please complete the following by **12pm on Friday 24<sup>th</sup> October 2025**:

1. The Nomination Form (see below)
2. Email to [office@brooklands.trafford.sch.uk](mailto:office@brooklands.trafford.sch.uk) a short personal statement which should include (in no more than 250 words):
  - evidence of relevant skills and experience
  - your commitment to training and skill development
  - if seeking re-election, details of your contribution to the work of the Governing Board during your previous term of office
  - how you plan to contribute to the future work of the Governing Board

We will write to you explaining the next step in the process once the window for application has closed. If you have any questions regarding the process, please contact the school office.

Yours sincerely,

Mr Beith / Mrs Madden  
Headteacher/Chair of Governors

## NOMINATION FORM – PARENT GOVERNOR

A Parent Governor is defined as a person who is elected as a member of the Governing Board of the school, by parents of registered pupils at the school, and who is a parent at the time s/he is elected. "Parent" includes any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 19 who attends the school.

A person is disqualified from standing for election or appointment as a Parent Governor if s/he is:

- An elected member of the local education authority; or
- Paid to work at the school for more than 500 hours in any consecutive 12 month period (at the time of the election or appointment); or
- Subject to any of the disqualifications under The School Governance (Constitution) (England) Regulations 2012 Schedule 4

Name: .....

Name of Child at School ..... Class .....

Address: .....

Telephone Number: .....

Email address:.....

I agree to nomination as a Parent Governor. I have read the requirements of the role and confirm I am eligible.

I attach my personal statement and understand that this will be communicated to all parents if an election is necessary.

Personal statement (attached no more than 250 words)

Signed:.....

Dated: .....