Bloxwich Road North
Short Heath
WILLENHALL
West Midlands WV12 5PR

Tel: 01922 710613
Fax: 01922 496892

E:mail: postbox@woodlands.walsall.sch.uk

Dear Parents and Carers,

Parent Governor Vacancy

We have a vacancy on our Governing Board for a Parent Governor who would serve a four-year term of office. Any parent of a child attending this academy in Reception to Year 6 is eligible to be a Parent Governor. The term parent includes a parent, a guardian and every person who has the legal custody of a registered pupil.

Parent governors are elected by and from the parents of children currently attending our school. They are welcomed as valued members of the team and play a vital role in ensuring the governing body is aware of the views of parents and the local community. It is also important to note that parent governors are a representative, and not a delegate of parents, and therefore need to establish a rapport with the parental body that elect them by making themselves available to parents, listening to other parents' opinions and taking account of them when contributing to governors' decisions making.

The role of the governor has changed enormously over the past few years and indications are that it will continue to change rapidly over the forthcoming years too. Our governing body has an extremely important role in the development of Woodlands Academy of Learning. The governing body's main tasks are:

- to ensure that the school has a clear vision, ethos and strategic direction;
- to monitor, review and evaluate the performance of the school and to work in partnership with the headteacher, senior leadership team and other governors to agree the priorities for raising standards and improving outcomes for all children;
- to oversee the financial performance of the school and making sure its money is well spent.

As a governor of Woodlands Academy of Learning you will be expected to have enthusiasm to learn; to act as an ambassador for the school and take an active part in the strategic organisation of the school – this may involve putting your own parental interests to one side.

Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have can be very useful to the governing body.

Governors also need 'soft skills' – such as the ability to work as part of a team, to be able to question and to make connections between different types of information.

Our governing body expects governors to -

- work co-operatively with other governors;
- attend the four meetings of the full governing body held during the school year;
- sit on either the Curriculum and Standards Committee or the Finance, Staffing and Buildings Committee and attend the meetings - which are at least once a term;
- take responsibility for an area of school development in the role of a Link Governor - meeting with parallel staff and reporting back to the governing body at least once each year;
- get to know the school well and respond to opportunities to involve themselves in school activities by visiting the school informally at least twice a year;

- *prepare for meetings by reading papers beforehand;*
- *attend professional development training.*

In return, our governing body commits to provide all new governors with -

- *a structured induction;*
- *an experienced governor as mentor who will offer support and guidance;*
- *access to quality training.*

All parents and carers are eligible to stand for election, except -

- *persons liable to be detained under the Mental Health Act 1983;*
- *undischarged bankrupts;*
- *persons recently convicted of a serious offence;*
- *persons disqualified under the Company Directors Disqualification Act 1986;*
- *persons subject to disqualification as a Charity Trustee;*
- *persons whose employment is prohibited or restricted;*
- *persons disqualified from being proprietors of independent schools;*
- *persons on the DfES List 99 (this is a list of people banned from working with children).*

(See the nomination form for a full list of those disqualified from holding or from continuing to hold office as a governor)

If you are interested in joining our Governing Body you will need to complete a nomination form which is available from the school office or can be downloaded from the governors' page of the school website - (www.woodlands.walsall.sch.uk). You will need to be nominated for the position - it is acceptable for a husband to nominate his wife or a wife to nominate her husband. It is also acceptable for a parent to nominate him or herself. Any persons signing as proposer must also be parents of children at this school in Reception to Year 6. The nomination form also includes a short statement (no longer than half a side of A4) detailing why you wish to become a governor at Woodlands and what skills and experience you would bring to this important role.

Application forms need to be completed and returned to the school office by **12.00 noon on Friday 4th December 2026**. *The nominees will then be invited to school to meet with the Chair of Governors and Head Teacher to discuss their application. If two or more nominations are received then a ballot will be held.*

If you have any questions then please don't hesitate to contact either Mr Lawrence or Mrs Newton.

Yours sincerely

R F Lawrence	*T G Newton*
Chair of Governors	*Head Teacher*

Election of Parent Governors Nomination Form

(Return to the school office by noon on Friday 4th December 2026)

CANDIDATES DETAILS

I wish to serve as a parent governor and to be a candidate if an election is necessary.
I declare that I have read the summary of governor disqualification regulations and that I am not disqualified from serving as a school governor.

Full name: (Forename/s)_____ (Surname)_____

Name(s) of child/ren at Woodlands:_____

_____

Signed_____ **Date**_____

PROPOSED BY

Full name: (Forename/s)_____ (Surname)_____

Name(s) of child/ren at Woodlands:_____

_____

Signed_____ **Date**_____

Nomination statement - why I wish to become a governor at Woodlands and what skills and experience I could bring to this important role.

Summary of Governor Disqualification Regulations

A governor must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.
A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:

- fails to attend the governing body meetings – without the consent of the governing body – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is the subject of a bankruptcy restrictions order, an interim order, a debt relief restrictions order, or an interim debt relief restrictions order;
- has had his or her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  iv) an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day-care;
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuses a request by the clerk to make an application to the Criminal Records Bureau for a criminal records certificate.

A person is disqualified from election or appointment as a parent governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any school year. In addition a person may not be appointed as a parent governor unless they are:

- a parent of a registered pupil at the school, or
- a parent of a former pupil of the school, or
- a parent of a child of or under compulsory school age, (Special Schools only - and with special educational needs for which the school is approved), or
- a parent with experience of educating a child with special education needs - Special Schools only

Full details of the Regulations covering the disqualification criteria can be found in
The School Governance (Constitution) (England) Regulations 2007 or
The School Governance (Constitution) (England) Regulations 2012.