WHITCHURCH HIGH SCHOOL
Penlline Road, Whitchurch, Cardiff CF14 2XJ
Headteacher Nick John

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10th November 2026

Dear Parent / Carer

PARENT GOVERNOR VACANCY

Our school currently has **one** position for a parent governor. We are writing to provide you with some information about our governing body and to invite you to consider serving as a parent governor.

Parent governors are vital members of the Governing Body, bringing a parental perspective to discussions and decisions. You do not need any specific qualifications, just a commitment to supporting the school and a willingness to learn and contribute.

"*Our governing body is a small group of governors made up of members of the local and wider community, the church, members of staff and parents / carers of children and young people in the school. We meet five times in an academic year on a Monday evening at 6pm and our meetings usually last about an hour and a half. We also expect our governors to join a committee and most of our committees meet at least once a term too."*

Here is a list of some of **the Governing Body's core responsibilities:**

- **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement, attendance and behaviour, including the rigorous review of published performance data;
- **Targets** – acting as a "critical friend" setting targets by which progress for pupil achievement and outcomes can be measured;
- **Curriculum** – ensuring all learners have access to a broad and balanced curriculum and that all statutory requirements are met;
- **Determining the aims, policies and priorities of the school** – involvement in the School Improvement Plan, School Self Evaluation and renewal and approval of statutory policies and documents;
- **Finance** – determining and monitoring the school budget
- **Staffing** – deciding the number of staff and involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances;
- **Providing parents with information** – Annual Report to Parents, School Prospectus and meetings requested by parents;
- **Inspection preparation and follow up** – including producing an action plan and monitoring progress following an Estyn Inspection;
- **The well being and safeguarding of learners including the promotion of Healthy Eating;**
- **Awareness of their responsibilities in equality matters and where to seek advice;**
- **Evaluation of the Governing Body's own performance as and when required.**

Who are Parent Governors

Parent governors are elected as representative of the interests of the parents of pupils. However, parent governors are not mandated delegates of parents. They are a member of a corporate body – the Governing Body and have the same powers, duties and responsibilities as all other governors. Parent governors are entitled to exercise the same powers, duties and responsibilities as other governors and have the same rights as other governors. Parent governors are a distinctive category of governor and, as elected representatives, are well placed to understand the needs and points of view of parents.

Parent governors are elected to serve a term of office of 4 years.

What qualifications do School Governors need?

No special qualifications are needed to be a governor. Governors are given full information on their role from the Local Authority in addition to the opportunity to attend training courses. All new governors must complete mandatory induction and data training in their first year. Details of these will be provided by the Local Authority.

We strongly encourage applicants from a diverse range of backgrounds, particularly those from under-represented groups. Diverse school governing bodies offer a richer perspective to contribute to informed decision-making, reflecting the needs of student body and the wider community. We would particularly like the governing body to reflect the diverse backgrounds, ethnicity and cultures of our whole school community. There is no requirement for you to have an understanding of the education system, just the necessary skills, character and time to contribute.

What do I do next?

If you would like to be a parent governor you need to fill in the nomination form attached to the email and return it to school either by email to whs@whitchurch.cardiff.sch.uk or post to The Headteacher, Whitchurch High School, Penlline Road, Whitchurch, Cardiff. CF14 2XJ by **3.00pm on Monday 30th November 2026**. Any nominations received after this date or sent to any other email address other than whs@whitchurch.cardiff.sch.uk will not be accepted.

If more nominations are received than there are vacancies, an election will be held which would be decided by a simple majority. The timescale for any election would be as follows:-

Closing date for nominations:	**3.00pm Monday 30th November 2026**
Open Electronic Ballot (if election is required):	**Wednesday 2nd December 2026**
Ballot closes:	**12 noon on Wednesday 16th December 2026**

If successful, you will be invited to attend the next Full Governing Body Meeting which will take place on Monday 1st February 2027.

I hope that you will think about becoming a School Governor. The governing body would welcome your involvement in their essential work to promote the achievement, wellbeing and development of all pupils at the school.

Yours sincerely,



Nick John
Headteacher
Whitchurch High School