



Greenway Primary
& Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH
Tel: 01442 866249 Fax: 01442 874252

Head Teacher: Katharine Ellwood

Dear Parents,

5 June 2015

You will have received a separate formal letter inviting applications for the role of parent governor – 2 vacancies will arise at the end of this academic year.

I am very happy to discuss the position with anyone who may be interested in applying for this role but thought that it would be helpful to briefly outline in correspondence what is required of a parent governor.

This is an exciting time for the school as it finally completes its transition to becoming a full Primary school with our Year 6 cohort. Governors are involved not only at a strategic level in determining the long term vision of the school and supporting the Head and staff who deliver on this but also holding them to account and challenging them appropriately. Governors are not involved in the day to day management of the school.

You do not have to be an expert in education – we value the experience that all Governors bring to the role. The Governing Body benefits from having members with a broad mix of interests and skills and there are numerous and diverse training courses available to governors. You do not have any individual responsibility - Governors share equally the responsibility for carrying out the Governing Body's wide range of duties.

If you join the Governing Body at Greenway as a parent Governor you will serve for a four year term but can continue to the end of the four years even if your child/ren leave the school.

Inevitably there is a time commitment. The Governing Body at Greenway has two sub committees and you would sit on one of these. We notify Governors of the dates of these meetings at the beginning of the academic year and would ask that Governors attend all committee meetings (normally two per term) and to attend all Governing Body meetings (five per year). Occasionally there may be a need to call an extra meeting possibly at short notice. We appreciate that due to other commitments it is not always possible to attend all meetings but we would ask that you attend as many as possible to ensure the smooth running of the Governing Body and school.

The half termly Committee meetings are held on the same night alternately at 4pm and 6.00pm. The Governing Body meetings are normally held at 6.30pm.

To be an effective Governor you will need to set aside time to undertake training (this can be during the day, in the evenings or at weekends); prepare for and attend meetings; visit the school; contribute to specific projects as and when they arise; and carry out actions assigned to you from the various meetings attended by you.

I would hope that everyone who becomes a Governor will consider taking their turn in chairing a committee and/or the Governing Body.

Please do feel free to contact me through the school office should you wish to discuss any queries.

With kind regards,

Yours sincerely,

Elizabeth O'Reilly
Chair of Governors

