



Greenway Primary  
& Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH  
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Head Teacher: Katharine Ellwood

Dear Parents,

31 October 2016

You will have received a separate formal letter inviting applications for the role of parent governor – one vacancy will arise when David Watts term expires on 15 November. We are all extremely grateful to him for his support during his time on the Greenway Governing Body.

I would welcome the opportunity to discuss the position with anyone who may be interested in applying for this role but thought that it would be helpful to briefly remind you within this letter what is required of a parent governor.

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. Governors share equally the responsibility for carrying out the Governing Body's wide range of duties with some roles allocated to individuals – we strive to share these out as evenly as practicable.

If you join the Governing Body at Greenway as a parent Governor you will serve for a four year term - you 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 (Curriculum and Learning and Personnel Finance and Premises) 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 (minimum 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 the school.

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

Becoming a governor at Greenway does involve a time commitment from you, but it can be an enjoyable and rewarding experience - we have several governors who have continued beyond their initial four year term. You would be involved with a Governing Body which, in the school's last Ofsted inspection, was judged to be "outstanding" - we continue to strive to maintain this standard and believe that we currently meet the relevant criteria. Whilst working hard to effect our various roles and responsibilities we also manage to maintain a cheerful and professional relationship with each other and the school.

Please do feel free to contact me through the school office should you wish to discuss the role further. I can in any event put you in touch with other governors within the Governing Body if you would like to talk with them about their perspective of the role.

With kind regards,

Yours sincerely,

**Elizabeth O'Reilly**  
**Chair of Governors**

