



Headteacher: Mrs P Lyall

Hodnet Primary School, Shrewsbury Street, Hodnet, Market Drayton, Shropshire TF9 3NS
Tel: 01630 685300 Email: admin@hod.318education.co.uk www.hodnetschool.co.uk

Dear Parent/Carer,

13th November 2025

We are writing to inform you of **2 vacancies** for the role of parent local governor on our Local Governing Committee (LGC).

The role of the LGC

The school's LGC is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The LGC is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent local governor

As a parent local governor, you'll work with the LGC to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the LGC is connected with, and is aware of the views of, parents and the local community.

To be a parent local governor you should have:

- A strong commitment to the role and to improving outcomes for children.
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills.
- The specific skills required to ensure the governing board delivers effective governance.

The LGC already have a good range of skills but it would be particularly beneficial to have a candidate from one of our military families. The LGC would like to stress however, that any parent can apply (nominate themselves) or be nominated.

Being a parent local governor can be demanding but very rewarding. All local governors serve a three-year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governance duties. These include:

- attending meetings of the LGC, usually outside of school hours and contributing to LGC business;
- reading reports and papers and keeping up to date on the progress that the school is making; and
- visiting the school from time to time during the school day.

You will have to undergo a Disclosure and Barring Service (DBS) check and sign the Governance Code of Conduct. A copy of the Code of Conduct, Role Description and more information about the LGC can be found on LGC's pages of the school's website www.hodnetschool.com

We have a supportive induction process which will enable a period of settling into the role.



"Together Everyone Achieves More"



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How to apply

If you're interested in applying for the role, please email our Office Manager, Dawn O'Connor dawn.oconnor@hod.318education.co.uk by **21st November at 4pm**

You should also include a personal statement (approximate 250 words) to support your application. We encourage candidates to be succinct when setting out the skills, experience and attributes that they can bring to the LGC to support their application. Nominations of other parents will be accepted, but please seek their prior consent.

Applications/nominations can only be accepted from parents or carers who have children registered at the school on the day that nominations close. If we receive more applications/nominations than there are vacancies, an election will be carried out. We will inform you after the nomination deadline if we have to do this. If you have any queries about this process or would like to find out more about the role, please contact our Headteacher Penny Lyall penny.lyall@hod.318education.co.uk

Yours sincerely,

Clare Godfrey
Chair of the LGC

Penny Lyall
Headteacher

