Bushmead Primary School

Bushmead Road, Eaton Socon, St Neots. PE19 8BT

Web: www.bushmead.cambs.sch.uk Tel: 01480 375375

Head Teacher: Mr Steve Down

Assistant Headteacher: Mrs Emma Perry

Assistant Headteacher: Miss Emma Ritchie

5th November 2026

Dear parent(s)/carer(s),

I am writing to inform you of a vacancy for the role of parent governor on our governing board.

The role of the governing board

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

The role of a parent governor

As a parent governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the governing board, but you're not there to speak 'on behalf' of the parent body.

To be a parent 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 make sure the governing board delivers effective governance

The governing board are particularly interested in candidates from an educational or financial background, although is not essential to the role.

Expectations of governors

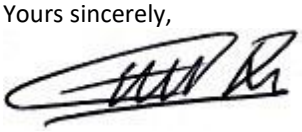
As a governor of our school there is an expectation that members attend 2 evening meetings each half term - these are currently held on Tuesdays at 6:30pm. In addition, it is difficult to fulfil the role fully if you can't make a small amount of time throughout the academic year to come in whilst children are in school. This typically would be two or three visits, which could be anything between an hour and a whole day. Outside of this professionalism and confidentiality is required to ensure the governing body carries out the statutory responsibilities.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to the school office by Friday 27th November 2026. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if this is necessary.

If you have any queries about this process or would like to find out more about the role, please contact me

Yours sincerely,



Mr Steven Down, Headteacher

Bushmead Primary School

Bushmead Road, Eaton Socon, St Neots. PE19 8BT
Web: www.bushmead.cambs.sch.uk Tel: 01480 375375

Head Teacher: Mr Steve Down
Assistant Headteacher: Mrs Emma Perry
Assistant Headteacher: Miss Emma Ritchie

Candidate name:	
Candidate address:	
Candidate statement:	In your statement it would be helpful to cover the following areas: • The skills and experience they have that the governing board requires • Their commitment to undertaking training to acquire or develop the skills needed to be an effective governor • If applicable, details of their contribution to the work of the governing board during their previous term of office • How they plan to contribute to the future work of the board

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election

Signed: _____ **Date:** _____

Bushmead Primary School

Bushmead Road, Eaton Socon, St Neots. PE19 8BT
Web: www.bushmead.cambs.sch.uk Tel: 01480 375375

Head Teacher: Mr Steve Down
Assistant Headteacher: Mrs Emma Perry
Assistant Headteacher: Miss Emma Ritchie