The Hendreds CofE School
Ford Lane
East Hendred
Wantage
Oxfordshire
OX12 8JX
tel: (01235) 833379
e-mail: office.3250@hendreds.oxon.sch.uk
Website: www.hendreds.oxon.sch.uk
Headteacher: Lisa Rees

6 November 2026

Dear parents and carers,

We are writing to inform you of a vacancy for the role of parent member on our Local Governing Body (LGB).

The role of the Local Governing Body (LGB)

- Ensuring there is clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent
- Ensuring the voices of stakeholders are heard

The role of a parent member of the LGB

As a parent member, you'll work with the LGB 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 LGB, but you are not there to speak 'on behalf' of the parent body.

To be a parent member of the LGB 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 LGB delivers effective governance

Expectations of LGB members

- Attendance at meetings (8 LGB Meetings per year)
- Maintaining confidentiality
- Committing to training (ODST statutory training; LGB Member Induction and annual safeguarding)
- Visiting the school
- Their term of office (Standard term for a parent LGB Member is 4 years)
- Meeting all eligibility criteria (Section H)
- Clearing DBS and Section 128 checks
- Reading and understanding Keeping children safe in education - GOV.UK (www.gov.uk)

How to apply

If you're interested in applying for the role, please complete the nomination form attached to this communication and return to the school office (office.3250@hendreds.oxon.sch.uk or paper) by **midday** on **Monday, 16th November**. If we receive more than one application, a secret ballot will be carried out to elect the parent member. We will inform you on Tuesday, 17th November if this ballot will take place and how the election process will work.

If you have any queries about this process or would like to find out more about the role, please contact either of us for more details.

Kind regards,

Mrs Lisa Rees	Mr Will Luttrell-Hunt
Headteacher	Chair of governors (chairofgovernors@hendreds.oxon.sch.uk)