Marlborough
PRIMARY SCHOOL
Engage • Motivate • Support • Challenge

Marlborough Primary School
London Road via Darcy Road,
Isleworth TW7 5XA
www.marlboroughprimary.co.uk
020 8560 3978

25th September 2026

Dear Parent/Carer,

I am writing to inform you we are looking to appoint **one** parent governor to our governing board. Every parent has the right to stand for this election and these roles are voluntary.

The role of the governing board

The Governing Body is responsible for:

- Ensuring clarity of vision, ethos and strategic direction of the school
- Holding the Headteacher and Senior Leaders to account for the educational performance of the school
- Overseeing the financial performance of the school and making sure money is well spent.

The Governing Body consists of different types of governors to ensure it remains balanced and works effectively.

The role of a parent governor

As a parent governor, they will work with the board to make sure it effectively carries out the duties referred to above. You will play a vital role in bringing a **parental perspective** to the governing board, representing parents' voices.

Please see the list of requirements and the time commitment required below.

How to apply

If you are interested in applying for the role, please complete the candidate form attached to this letter and return to the school office by Friday 2nd October at 4:00pm.

If we receive more than one application, a secret election will be carried out. Further details will follow.

If you have any queries about this process or would like to find out more about the role, please contact chair@marlborough.hounslow.sch.uk.

Yours sincerely,

Sarah Pearce
Co-Chair of Governors

Jo Heal

School Games Platinum

Ofsted Good Provider

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Parent Governor Requirements:
To be a Parent Governor, you need: • A strong commitment to the role and to improving outcomes for pupils • Good interpersonal skills, curiosity and a willingness to learn and develop new skills. • To be passionate about education and committed to continuous school improvement to ensure the best possible outcomes for all pupils Previous experience is not necessary and although there are no specific requirements, we would welcome parents and carers who have the skills, abilities or experience required to contribute to effective governance and the success of the school.

Time Commitment and Expectations of Governors:
• Governors are elected for a term of four years (and you may continue even if your child leaves the school during this time). • The time commitment for governors will vary but all governors are required to attend at least three full Governing Body meetings per year, held termly and usually in the evening. • In addition, the work of the Governing Body is carried out through committees. Usually, each governor will sit on at least one committee focused on an area they have knowledge of or a particular interest in (for example the Finance & Premises committee or the Teaching & Learning Committee). Committees generally each meet 3 to 6 times a year during the school day. • Preparation for meetings includes reading papers and preparing questions for the Headteacher and Senior Leaders. • Governors will also carry out some school visits during the school day. • Governors will receive induction training at the beginning of their term and will be expected to engage in training to keep their skills and knowledge updated. • Governors are expected to act impartially, collectively with other governors and to maintain confidentiality at all times.

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