



28 January 2025

Dear Parent/Carer

ELECTION OF PARENT GOVERNOR

We are looking for a new parent governor to join Ridgeway's Local Governing Body. Being a school governor is a hugely rewarding role which plays a vital role in helping the school to improve and flourish and to ensure the best education for our students. This can also be an opportunity to develop new skills. Our existing parent governor will be able to guide you and there is lots of training available to help.

What does the governing body do:

Key responsibilities are:

- Ensuring clarity of vision, ethos and strategic direction and good management of resources
- Holding the Headteacher and senior team to account for the educational performance of the school and its students
- Having a link role which includes meeting with departments and leaders responsible for specific areas.

What are we looking for?

Our governors come from a range of different backgrounds, skills and experience, but all share a common interest of wanting the best possible education for the students in our school. We are particularly keen to have another parent governor onboard to strengthen our links with the local community.

Whilst our governors do not need specific skills or qualifications, we do require them to have:

- A strong commitment to the role and willingness to undertake relevant training
- A strong commitment to making sure that there are high aspirations for all students in the school, and a commitment to achieving the best possible outcomes for all
- The ability to constructively question and analyse complex data
- The ability to communicate effectively, have good interpersonal skills, and work as part of a team

Ridgeway Academy is part of the Ambition Education Trust which requires a high level of support from its Local Governing Bodies and we need governors who are prepared to give considerable time to fulfilling their role – around 8 hours a month.

We meet six times per year (approximately once per half term), usually from 6pm to 8pm. As well as attending governing body meetings, governors are expected to spend time preparing for meetings, attend an annual Governor Day, take on a link role with a specific aspect of school and carry out at least three link governor visits per year, attend relevant training sessions including induction and play an active role in school life.

Governors must follow our Code of Conduct and new Governors are assigned a mentor from the existing governing body.

The term of office for a parent governor is four years. If you are elected, you may serve the full term of office even if your child leaves the school before your term of office finishes.

Only parents/carers of children registered at the school are entitled to stand or vote in the election. A parent/carer who is paid to work at the school for more than 500 hours in a school year may not stand for election.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which includes a criminal background check. This is to comply with statutory safeguarding procedures. If you are elected and subsequently decline to undergo such a check, you will disqualify yourself.

How do I apply?

Please give brief details about yourself (not more than 80 words) on the form attached. Please note that you will need to ask another parent/carer of a student at the school to sign the nomination form. If more parents/carers put themselves forward than the number of posts available, an election will be needed and these details will be copied and sent to all parents with the ballot papers. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible.

If you would like to apply, please complete the attached form and return it to the school office by no later than 9.00am on Monday 24 February 2025.

If you have any questions before submitting an application, please contact me via the school office (admin@ridgeway.aetrust.uk) putting parent governor in the subject line.

You can find out about our current governors via the school website [here](#) and there is lots of information about becoming a governor on the National Governance Association website at www.nga.org.uk.

Yours sincerely



Liz Tillett
Chair of Governors