



BECOMING A PARENT GOVERNOR

TO THE GOVERNING BODY OF BUTLERS COURT SCHOOL

Dear Parents and Carers,

We are currently inviting applications for a Parent Governor to join the Board of Governors at Butlers Court School. This is an exciting opportunity for a parent who is willing to commit their time, skills, and energy to contribute meaningfully to the future of our school and the education of all our children.

Governors play a vital role in the leadership and strategic direction of Butlers Court. Alongside Mr Butler and the senior leadership team, governors are responsible for:

- Ensuring the school has a clear vision, strong ethos, and sound strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils
- Overseeing the financial performance of the school and ensuring funds are used wisely

Governance is highly rewarding but does require time, preparation, and participation. Governors are expected to attend regular meetings, contribute actively to discussions, and be fully engaged in the work of the Board. Typically, the role requires 6–8 hours a month, including reading papers, attending committee and board meetings, and taking on additional areas of responsibility such as safeguarding, health & safety, or subject link roles.

Who are we looking for? No formal qualifications are required, but we are keen to appoint someone prepared to commit fully to the role and responsibilities. Governors must have a genuine interest in school life and a willingness to engage actively and consistently.

We welcome all applications and are committed to building a Board that reflects the diversity of our school. To strengthen our collective expertise, we would especially value applications from parents and carers with experience in:

- **Building Surveying**
- **Construction**
- **Health & Safety**
- **Facilities Management**

Why become a governor?

“Becoming a governor is a fantastic and fascinating way to engage with the school. It’s a role which gives back just as much as you put in — and often much, much more.” — Alison

Governors have a real opportunity to shape the direction of Butlers Court School. They gain valuable skills, insight into school leadership, and most importantly, the satisfaction of helping every child flourish.

Practicalities

- The term of office is four years.
- Training and support are provided.
- Governors whose children leave during their term *may* remain until the end of their four years.
- Time required: approx 6–8 hours per month to prepare for, attend, and actively contribute to meetings.

Please be aware that some restrictions apply — see the appendix attached to the nomination form for eligibility information. If you are considering applying, we strongly encourage you to find out more about the role. You can visit the National Governance Association website: <https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx> or arrange a conversation with myself or Mr Butler through the school office.

If you wish to apply, please download the Parent Governor Application Form from the Governor page of the school website. You may also submit a short (max 250 words) personal statement. Applications should be returned to the school office before the published deadline. If we receive more than one nomination, a ballot will be held.

We look forward to receiving applications from parents who are ready to make a valuable contribution to the life of our school.

Warmest Regards,

Mrs Alison O'Dornan, Chair of Governors