



The Heath Family
C/O Palace Fields Primary School
Badger Close
Runcorn
WA7 2QW

Chair of the Board:
Anthony Gundersen
Chief Executive Officer:
David Donnelly

DD/PAR

September 2026

Dear Parent/Carer

PARENT GOVERNOR VACANCY

We currently looking to fill 2 parent governor vacancies at Litherland High School.

The local governing committee is delegated certain functions by the board of trustees and will be responsible for

- Contributing to the strategic direction of the Trust/School by participating in discussions at local governing body meetings;
- Holding Senior Leaders to account by monitoring the school's performance; and
- In conjunction with the Trust, ensuring the school staff have the resources and support they require to do their jobs well (including the necessary expertise on business management, external advice where necessary, effective appraisal and continuing professional development, and suitable premises) and that the way in which those resources are used has impact.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing committee's work. Training is available for all local governors and there is an expectation that those new to being a local governing committee member, attend free induction training.

To find out more about what being a governor at our school is like, we can arrange for you to speak to the Chair of Governors, who will be very willing to answer any questions.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at Bridgewater Park Primary School.

If you would like to stand for election please complete the enclosed nomination form and school governor eligibility form and return them to me at school either via your child or by post no later than [insert date]. You will also need to include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure. Included with this letter is useful information about the role of a Governor.

Please note that for the protection of children all governor appointments are subject to safeguarding vetting checks being completed (including DBS, ID, Right to Work in the UK, Section 128 Prohibition from Management, Overseas (only if applicable); and as such governor appointments will only be confirmed once safer recruitment clearance has been achieved.

Yours sincerely

Debbie O'Connell
Office Manager & Returning Officer