



BOTLEY C of E (Controlled) Primary School
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Headteacher: Mr J Cooil B.A. (Hons) PGCE QTS
Deputy Headteacher: Mrs R Shuttle B.Sc. (Hons) PGCE QTS

5th December 2025

Dear Parents,

An opportunity has arisen for parents to stand to be a Parent Governor on the school's Whole Governing Body. This is a very important role as school Governors have three key functions. They help plan the strategic direction of the school, oversee the financial performance of the school and ensure money is well spent and they hold the school's Senior Leadership Team to account. As part of the Governing Body there are currently meetings to attend three times a term (half remote and half in person) and there is also a requirement that some initial training is undertaken. Meetings take place on a Tuesday or Wednesday evening.

Many parents who have served as Governors in the past have felt that it has been a fantastic opportunity to support the school that their child attends and have found it an incredibly rewarding and enlightening experience. This is a role that would suit any parent who has a passion for supporting the continued development of the school and helping to maintain the extremely positive outcomes for the children. It is a role that is appropriate to parents of children in any year group - even if your child has only just joined the school.

There is a single vacancy for the role of parent governor to start as soon as possible with the next meeting being in February.

If you feel that this is a role that may interest you then please contact the school office and make an appointment in order that I may discuss the role and responsibilities of a school Governor with you further and answer any questions you might have.

If you would like to nominate yourself for the role then please let me know in writing by **Monday 15th February 2025**. If more people apply for the role of Parent Governor than there are positions available then it will be necessary to undertake an election of the parental body.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Cooil', written over a light blue horizontal line.

Mr. J. Cooil
Headteacher

