



Tattershall Holy Trinity Church of England Primary School

Curzon Estate, Tattershall, Lincolnshire, LN4 4LD

Executive Headteacher: Mrs S Liley BSc(Hons). QTS, MaST, NPQH

Head of School: Mrs D Kaynes BA (Hons). QTS, PGCE, NPQSL, NASENDCO

Wednesday 12th November 2025

Dear Parent (s)/carer(s),

I am writing to inform you of 1 vacancy for the role of parent governor on our Academy Committee. The Academy of Coningsby St Michaels & Holy Trinity are dedicated to ensuring a safe, happy and effective learning experience for all our pupils.

The role of the Academy Committee

The school's Academy Committee is responsible for providing confident and strategic leadership, and support and challenge to leaders for the school's educational performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils. We take an active interest in the general development and well-being of our pupils and our staff and take the lead in the ethos and vision of the school. We meet four times a year as a full academy committee and also as members of working portfolios.

The role of a parent governor

As a parent governor, you'll work with the Academy Committee to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a parental perspective to the Academy Committee, but you're not there to speak 'on behalf' of the parent body.

Life as a member is interesting and varied and we feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the school's performance. There are approximately four evening meetings per year plus occasional school visits during the day. Time to attend daytime visits is often given by employers.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the Academy Committee delivers effective governance

The Academy Committee is keen for candidates to have skills in the following:

- Marketing and developing a greater presence for the school in the community.
- Awareness of the school curriculum
- Awareness of health and safety and finance.

"All shall be well because we are knit together and rooted in hope"

Telephone: 01526 343997

e-mail: enquiries@holytrinity.laat.co.uk

website: www.holytrinitytattershall.co.uk



Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training. The term of office for parent members is 4 years.

Expectations of governors

In undertaking the role of governor, it is important that you are able to:

- Attend meetings
- Maintain confidentiality
- Commit to training
- Visit the school

How to apply

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to Hannah Creasey, Clerk to Governors at hannah.creasey@laat.co.uk or return the form to the school office addressed to the clerk by **3.00pm on Wednesday 26th November**. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this. Please note, that if this goes to a ballot, your candidate statement will be published as part of the election process.

Applications must be from parents or carers with children at the school. Parents/carers who have paid employment in the school for 500 hours per academic year or more or who are elected members of the Local Authority are not eligible to apply for this position. Further information will be given to applicants that will summarise the disqualification criteria to serve as a governor. Anyone applying for the position must certify that he/she is not disqualified for any reason.

For further information about the rewarding role please get in touch with Mrs Liley who will be happy to help with an informal discussion.

Yours sincerely,

Hannah Creasey
Clerk to the Academy Committee

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