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9th February 2026

Dear Parent/Carer

Re: Parent Governor Vacancies

I am writing to inform you that there are two vacancies for Parent Governors and nominations are being sought.

All parents (including carers) of registered students at the school are eligible to stand for election. Should there be more nominations than vacancies to fill, a secret ballot will take place and further details would be issued at that point.

The term of office for Parent Governors will be as per the Instrument of Government for this school, which is four years.

Parents have an important role to play in the education of children and being a Parent Governor can give you an opportunity to contribute to the education of all children at our school. Governors have wide ranging collective responsibilities and their roles are both challenging and rewarding. What is required is a willingness to help and support the school; a readiness to accept some responsibilities; the time, energy and enthusiasm to attend evening meetings – at least four per term and a general interest in the education of all children in the school. Much of the Governing Body's work is done in committees, of which there are three: Finance and Premises, Curriculum and Student Affairs and Staffing, Staff Wellbeing and Development. Training and support for Parent Governors is provided by both the school and the Local Authority. If you require further information on the role of the Parent Governor please contact me via Sharon Armstrong at the email address below or the NGA website also offers some useful information <https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx>

Parents who wish to be nominated should request a nomination form from the Clerk to the Governing Body sharon.armstrong@whitleybayhighschool.org which they should read carefully and complete. Once completed this should be returned either in an envelope marked 'Parent Governor Nomination' to the school office or via email to the Clerk to the Governing Body before the deadline of **noon** on Monday 16th February 2026.

You should be aware that confirmation of appointment as a Governor will be subject to satisfactory pre appointment checks. If you require information regarding the process, please contact the Clerk to the Governing Body.

Yours faithfully

STEVE WILSON
Headteacher