



Mr Rob Harris
Headteacher

Burchetts Green CE Infant School

Burchetts Green, Maidenhead, Berkshire. SL6 6QZ
Telephone: 01628 822926 Email: office@bgis.org.uk
Website: www.bgis.org.uk



29th April 2026

Dear Parent(s)/Carer(s),

I am writing to inform you of a vacancy for the role of parent member on our Local Governing Body (LGB).

The role of the Local Governing Body (LGB)

- 1 strategic leadership
- 2 accountability and assurance
- 3 strategic engagement

The role of a parent member of the LGB

As a parent member, you'll work with the LGB 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 LGB, but you're not there to speak 'on behalf' of the parent body or your child. The standard term of office for a parent LGB Member is 4 years.

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

- Finance
- Human Resources
- Education

Expectations of LGB members:

- 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 LGB delivers effective governance
- Clearing DBS and Section 128 checks
- Abide by the [ODST Governance Code of Conduct](#)
- Commitment to undertake training as required including ODST statutory training; LGB Member Induction and annual safeguarding training
- Attendance at meetings, approximately six LGB meeting per academic year, and committee meetings when necessary

How to apply

If you're interested in applying for the role and need further information, please contact interim governance professional Helen Roberts clerk@bgis.org.uk, and she will answer any queries or arrange an informal discussion with an existing governor.

Please complete the nomination form attached to this letter and return to Helen Roberts – clerk@bgis.org.uk by 13th May. 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.

Yours sincerely,

Rob Harris
Headteacher

Parent LGB Member Nomination Form

Personal Details

School			
Surname		Title	
Forename(s)			
Address			
Postcode		Telephone	
Date of birth		Email	
Occupation			

Nominee Statement

What contribution would you make as a Parent Member of this LGB?	Include previous governance experience, management, finance and other skills you could bring to the LGB This statement will be shared with the school community should an election be required
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Nominee Declaration

I would like to be a Parent LGB member of this School and if appointed –

- ❖ I will commit myself to work for the purposes for which the school was established, to provide an education of the highest quality within the context of Christian belief and practice
- ❖ I will support, sustain and develop the Christian character of the school
- ❖ I have read the code of conduct for LGB members and will abide by it.
- ❖ I am prepared to keep myself up to date with current legislation and good practice and will attend relevant training events
- ❖ I understand that this appointment is made by ODST for a fixed period and as the appointing body the Board also has the right of removal

I have read and agree to abide by the [ODST Governance Code of Conduct](#)

Signature of nominee		Date	
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I give my consent for my information to be used by the ODST team for legitimate purposes connected to my role as a School Governor including contacting you from time to time with information about training events, publications and news items

Please tick the box if in agreement

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Data Protection – Our commitment to care for your personal information

Under the General Data Protection Regulations 2018, ODST processes data for legitimate purposes as this relates to LGB Members or former LGB Members. This will include ODST contacting you from time to time with information about training events, publications and news items that will be useful to you in your role as a LGB Member. We will not disclose or share your personal information with third parties or use such information for other activities such as fundraising purposes without obtaining your consent.

Further information about your rights regarding your personal data can be found at the Information Commissioners website www.ico.org.uk