

23 September 2025

Dear Parent / Carer,

Parent Governor Vacancy

I am writing to notify you of a Parent Governor vacancy on the College's Governing Body. This is a voluntary, unpaid role open to all parents / carers of students under 19 years of age and carries a four-year term of office. The work of the Governing Body is challenging, stimulating and rewarding and therefore this role provides an excellent opportunity for the office holder to contribute to this work.

The role of the Governing Body

The College's Governing Body is responsible for providing confident, strategic leadership, and creating robust accountability, oversight and assurance for the College's educational and financial performance. Its core functions include:

- preserving and developing Carmel's educational character
- setting and communicating the College's strategy and goals
- holding executive leaders to account for the educational performance of the College and its students, and for the performance of staff
- exercising effective control to ensure that funds and assets are protected and legal obligations are met.

The role of a Parent Governor

As a Parent Governor, you'll work with the Governing Body 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 Governing Body, but you're not there to speak on behalf of the parent body. The Governing Body comprises 17 governors drawn from different sectors of the community with a range of professional skills and experience to support the work of the board and its committees. As Parent Governor you should demonstrate a strong commitment to the role, have good interpersonal skills, and be able to contribute to the Governing Body's overall mix of skills and diversity.

Expectations of governors

The expectations of the role include:

- attendance at four full Governing Body meetings per academic year (held in College) plus a similar number of Committee meetings (usually online)



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- commitment to induction and ongoing training and development
- ad hoc visits to College throughout the year for specific events (when available)
- ongoing adherence to the Governing Body's Code of Conduct and commitment to the College's mission and ethos.

How to apply

If you're interested in applying for the role, please complete the self-nomination form attached to this letter. Please include a short statement telling us about yourself, why you would like to be elected as Carmel's Parent Governor and what skills and experience you would bring to the Governing Body. The form and personal statement can either be emailed to me, posted or left at the College reception for my attention. The closing date for receipt of all nominations is **6 October 2025 at 12 noon**. If more than one nomination is received, an election will take place and further details of this will follow should it be required.

Further information on the work of the Governing Body, including governor role description and eligibility requirements, are available on the governance pages of the College website [here](#).

If you have any queries about the process or would like to find out more about the role, please contact me on the telephone number above or by email to clerk@carmel.ac.uk.

Yours faithfully

Ruth Potter

Clerk to the Governing Body

