

To all parents of pupils at  
Broadway Junior School

Date: March 2026  
Our Ref: SE/SE/JUNBRO

Education Services  
Bunny Hill Centre  
Sunderland  
SR5 4BW  
Tel: 0191 520 5555  
Web: [www.togetherforchildren.org.uk](http://www.togetherforchildren.org.uk)

**This matter is being dealt with by:** Sarah Edwards, Governor Support Officer, Governor Support Team, Bunny Hill Centre, Sunderland, SR5 4BW

Dear Parent

## **BROADWAY JUNIOR SCHOOL**

### **Parent Governor Election**

I am writing to you, on behalf of Education Services, to seek nominations for **ONE** Parent Governor vacancy at your child's school.

Governors serve a four year term of office, and should your application be successful, you would be expected to attend Governing Board meetings at least twice a term.

The powers of the Governing Board broadly are:

Working alongside the Headteacher, governors' responsibilities now include :-

- attending meetings regularly and contributing to discussions. Governing Boards must meet at least three times per year.
- helping to establish the aims, policies and objectives of the school, and how standards of education can be improved
- helping to draw up the School Development Plan
- setting the school budget and monitoring expenditure
- ensuring that the national curriculum is implemented and hearing any complaints about its delivery
- appointing, promoting, supporting and disciplining school staff, and deciding their salaries
- acting as a link between the local community and the school
- producing an action plan after an OFSTED inspection and monitoring how the plan is put into practice
- considering cases of excluded pupils
- establishing a Performance Management Policy
- ensuring accountability

You do not have to be an expert on education to be a member of the Governing Board, and we value the contribution that all members bring to the role. Nevertheless a key consideration in the appointment and election of all new governors should be the skills and experience the Governing Board needs to be effective. It is therefore important that all prospective governors for election or appointment understand the role of a governor and that they will be expected to adhere to a governance Code of Conduct.

Any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the Governing Board improve its effectiveness and address any specific challenges it may be facing.

If you would like to be nominated as a Parent Governor please contact the school where nomination forms are available. In the event that there are more nominations than vacancies, it will be necessary to hold a ballot. Please note that the deadline for completed nomination forms to be returned to the school is the end of the school day on **Friday 27<sup>th</sup> March 2026**.

It should be noted that the appointment of a Parent Governor will be subject to a satisfactory Disclosure and Barring Service check (DBS). The Council is responsible for processing these checks on school governors and candidates can be assured that all information is treated in absolute confidence.

Yours sincerely

*Sarah Edwards*

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putting  
the child first

Working on behalf of Sunderland City Council.

[www.togetherforchildren.org.uk](http://www.togetherforchildren.org.uk)