

**Headteacher**

Phil Ward BA(Hons) MA NPQH

Heston Road, Heston, Hounslow, TW5 0QR

**Tel** 020 8572 1931**Fax** 020 8570 2647**Email** [info@hestoncs.hounslow.sch.uk](mailto:info@hestoncs.hounslow.sch.uk)School Office and Enquiries  
(term time only) 8am-5pm

January 2014

Dear Parent

With this letter you will find information about parent governor vacancies which have arisen on our governing body. I wanted to write to you with some information about school governance at Heston Community School to help you to decide whether or not you might be right person to fill one of these vacancies.

The governing body of a school has a number of functions: to support the school in making its strategic plans and focusing its activities on these, to monitor and scrutinise the activities of the school and the outcomes for the children in the school, including making sure its budget is well spent, and to support the school in fulfilling its accountabilities to all those interested in how it is performing.

At Heston the governors are committed to doing what is necessary to fulfil the school's vision and mission statement and we would like all new potential governors to share the same values and show the dedication and passion needed so that they can quickly become valuable members of the Governing Body team.

Governors don't need to be experts in education, but they do need to be able to get on with people and to be able to work as part of a team. Specific expectations for new governors are:-

1. Undertaking all key training within 2 terms of recruitment. This includes induction, child protection awareness and understanding data (both school and financial).
2. Ensuring that you able to attend the meetings for the coming academic year. There are typically 4 GB meetings and up to 6 Committee meetings each year.
3. Being able to undertake at least a termly visit and report for a school area.

Before putting yourself forward for the role of school governor, we strongly recommend that you contact the school and arrange an appointment with either myself or the Headteacher about the role and commitment required.

I look forward to hearing from you.

Best wishes.

**Kuldip Sidhu**  
Chair of Governors