



'Learning and Growing Together' 'Dysgu a Thyfu Gyda'n Gilydd'

3/11/2025

Dear Parent

FAIROAK PRIMARY SCHOOL - NEW GOVERNING BODY

The new Governing Body for Fairoak Primary School is currently being established and there are 5 positions for parent governors. The Governing Body will have a key role in promoting high standards of educational achievement and will work together with its stakeholders on a shared vision for the school

Parent governors are vital members of the Governing Body, bringing a parental perspective to discussions and decisions. You do not need any specific qualifications, just a commitment to supporting the school and a willingness to learn and contribute.

The Fairoak Governing Body once fully constituted will comprise of a small group of governors made up of members of the local and wider community, staff, teachers and parents/carers of children in the school. We meet twice a term dates are agreed in advance; the meetings take place in the evening at 5pm at the school or on MS Teams. Our meetings usually last about an hour and a half. We also expect our governors to join a committee and most of our committees meet at least once a term.

Here is a list of some of **the Governing Body's core responsibilities:**

- ❑ **Standards** – ensuring a strategic and systematic approach to promoting high standards of educational achievement, attendance and behaviour.
- ❑ **Targets** – acting as a “critical friend” setting targets by which progress for pupil achievement and outcomes can be measured.
- ❑ **Curriculum** – ensuring all learners have access to a broad and balanced curriculum and that all statutory requirements are met.
- ❑ **Determining the aims, policies and priorities of the school** – involvement in the School Improvement Plan, School Self Evaluation and renewal and approval of statutory policies and documents.
- ❑ **Finance** – determining and monitoring the school budget
- ❑ **Staffing** – deciding the number of staff and involvement in all staffing processes including pay, staff appointments, performance management, suspension, disciplinary issues and dismissal, grievances.



Fairoak Primary School / Ysgol Gynradd Fairoak

Whitchurch Road Cardiff CF14 3JL

Email : admin@fairoakprm.cardiff.sch.uk

Website : www.fairoakprm.co.uk

Tel : 029 20229944

Head Teacher : Mrs P Shipton-Jones

Deputy Head : Mrs C Wikeley



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- ❑ **Providing parents with information** – Annual Report to Parents, School Prospectus and meetings requested by parents.
- ❑ **Inspection preparation and follow up** – including producing an action plan and monitoring progress following an Estyn Inspection.
- ❑ **The well-being and safeguarding of learners** - including the promotion of Healthy Eating.
- ❑ **Awareness of their responsibilities in equality matters and where to seek advice.**
- ❑ **Evaluation of the Governing Body's own performance as and when required.**

What do I do next?

If you would like to be a parent governor, you need to fill in the nomination form available from the office and return it to school by 12 noon on **Monday 10 November** Any nominations received after this date will not be accepted.

If more nominations are received than there are vacancies, an election will be held which would be decided by a simple majority. The timescale for any election would be as follows: -

Closing date for nominations:

Monday 10/11/2025

Issue of ballot papers (if election is required):

Wednesday 12/11/2025

Return of ballot papers:

Wednesday 19/11/2025

I hope that you will think about becoming a School Governor. The governing body would welcome your involvement in their essential work to promote the achievement, well-being and development of all pupils at the school.

Please think about it.

Yours sincerely

Mrs Shipton-Jones

Mrs P Shipton-Jones

Headteacher



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