

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

10 June 2025

Dear Parent/Carer

ESTABLISHMENT OF A SHADOW GOVERNING BOARD FOR WEST HILL PRIMARY SCHOOL

In November 2024, Devon Local Authority used its formal powers to change governance arrangements at West Hill Primary School and appoint an Interim Executive Board (IEB) to support the leadership team and community at the school. Over the last 7 months, the IEB has worked with determination and skill to develop effective and strong governance and provide clear leadership for the school. In the light of this progress, we now propose to enter a period of transition in governance from the interim arrangements to a fully constituted Governing Board.

This means that from July we will appoint a Shadow Governing Board, which will work in partnership with the Interim Executive Board in order to establish a seamless transition from interim into permanent governance arrangements.

The Local Authority will therefore be making decisions on the membership of the new shadow board over the coming weeks and would like to invite representation from parents and staff. There will be two vacancies for staff (one of which will be held by the Acting Headteacher) and two vacancies for parents.

The role of a school governor is to contribute to the collective work of the governing board in ensuring high standards of achievement for all children and young people in the school by ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources.

All governors must act with integrity, objectivity and honesty and in the best interests of the school. The governing board also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

The Department for Education has produced a Governance Guide which explains:

'Parent governors act as any other governor does. They are there to operate and make decisions in the best interest of their school, not in the interests of their child or the interests of other parents' children.'

(4.2.1)

[Maintained schools governance guide - Guidance - GOV.UK](https://www.gov.uk/guidance/maintained-schools-governance-guide)

Textphone 0845 155 1020
www.devon.gov.uk

Chief Executive Donna Manson

This role requires a significant time commitment and we are inviting applications from parents/carers with good interpersonal and communication skills. We would also like to extend our links with the community. Previous experience on a governing board, or skills in managing finance, buildings or people, would also be desirable, but not essential.

Training, guidance and support for Shadow Governing Board members will be provided.

If you are interested in joining the Shadow Governing Board in its important work to maximise children's life chances, please send a short pen portrait of yourself to the email address below describing how your skills, experience and commitment might contribute to the Shadow Governing Board.

Email: schoolgovernance@devon.gov.uk

The decision on membership of the board will be taken by the Local Authority, and we will be pleased to receive your application by 5.00pm on 24 June 2025.

Thank you in advance for giving this your consideration, and for your continued support for the school.

Yours sincerely



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