The Ripley Academy
and Sixth Form
We are Ambitious ▪ We are Committed ▪ We are Proud

Executive Headteacher
Mrs H Frost-Briggs
Head of School
Mr J de Rijk

Dear Parent/Carer

17 November 2026

Parent Governor Vacancy

I am writing to inform you of a parent governor vacancy and we wish to seek nominations from parents who are interested in joining the local governing body of our school. The term 'parent' relates to any person who has 'parental responsibility' and who has a child attending the school at the time they begin their term of office.

The role of the governing body
The school's governing body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. We are passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils. The governing body is responsible for both The Ripley Academy and John Flamsteed Community School.

The role of a parent governor
As a parent governor, you will work with the governing body to make sure it effectively carries out the duties referred to above. You will also play a vital role in bringing a parental perspective to the governing board, but you're not there to speak 'on behalf' of the parent body. To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing body delivers effective governance

Expectations of governors
Governors are expected to attend four full governing body meetings a year, and may choose to join a sub-committee also. As a governor, you will normally hold office for a period of 4 years, even if your child leaves the school during this time. However, you can resign from the local governing body at any time.

All governors are offered the opportunity to undertake additional duties, which are individually negotiated; these may include developing expertise and advising the local governing body about a particular area of school life or sitting on ad-hoc working parties or governor appeal panels.

All new governors are required to undergo an Enhanced Disclosure and Barring Service (DBS) check, to ensure they are not barred from undertaking this regulated activity. Equally, interested parties should

enquiries@ripleyacademy.org
Peasehill, Ripley, Derbyshire, DE5 3JQ
www.ripleyacademy.org
01773 746 334

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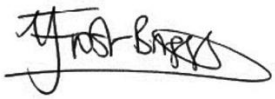
check the schools Terms of Reference Governors - The Ripley Academy for more details about disqualification from becoming a school governor. In addition, an elected member of the local authority and school staff who work at the school for more than 500 hours i.e. for more than one third of the hours of a full time equivalent, in a school year, at the time of election or appointment will not be eligible to apply.

How to apply
If you're interested in applying for the role, please complete the candidate form sent with this letter and return to Collette Robson in the main school office or electronically via crobson@ripleyacademy.org by Monday 7th December.

If we receive more applications than there are vacancies, a secret ballot will be carried out and parents will be informed soon after the closing date for nominations.

If you have any queries about this process or would like to find out more about the role, please contact Jane Slater, Clerk to the Governors on **governors@jrn.education**.

Yours sincerely,



Mrs Helen Frost-Briggs
Executive Head Teacher
John Flamsteed Community School and The Ripley Academy