



Boroughbridge High School & King James's School Federation

Parent Governor Information

What do governors do?

Thank you for your interest in being a parent governor. Governors support the **strategic** leadership in our schools, holding senior leaders to account, ensuring educational provision is high quality and making sure school money is well spent. As a result, being a governor can be demanding, but also very rewarding. Governors are **not** responsible for the day-to-day management and operations of the school.

Whilst parent governors provide their perspective as parents during governing body meetings, they don't speak for all parents and are not expected to canvas for parent opinions between meetings. The discussions that take place during governing body meetings are confidential and should be treated as such.

What would I be expected to do?

Parent governors serve a **4-year** term of office. The minimum expectation is that you will prepare for, and attend, an average of **six Full Governing Body meetings per year**. There may be additional meetings where required. Meetings are usually held outside school hours, lasting approximately 2 – 2.5 hours each. We can help you access meetings remotely, if required.

There may also be additional meetings such as Recruitment Panels, Complaints Panels, HR meetings and Pupil Disciplinary Committees.

As part of your role, you will need to:

- Read reports and papers that you are sent in advance of each meeting, and be prepared to ask questions about them at the meetings
- Keep up to date with the progress that each school is making and represent them positively
- If you are able to commit the time – take on a 'link' role where you will visit school between meetings, and work with staff members to learn about specific aspects of school life.
- Learn how the schools handle complaints and read the Complaints Policy and Procedures. If another parent approaches you with a complaint however, you would advise them to speak to the Headteacher.

You will be asked to sign a Code of Conduct emphasising the importance of maintaining confidentiality.

Publication of Governor Details

Both schools are required to publish information about the governors on their websites. The published information includes, as a minimum:

- Name of governor
- Category of governor (e.g. parent)
- Appointing body (e.g. elected by parents)
- Term of office
- Positions of responsibility such as chair or vice-chair

The Federated Governing Body must also provide information about its governors to the Secretary of State through the Get information About Schools (GIAS) system. On appointment, the details above will be published on GIAS. For further information on how we process pupil and parent data, see the [Privacy Notice for Pupils and Parents](#).

We use an online system called ItsLearning to store meeting paperwork. You will be provided with access to ItsLearning on appointment.

Register of Interests

The Federated Governing Body is under a duty to publish on the websites of both schools a register of interests. The register sets out the relevant business interests of governors. The register also sets out any relationships between governors and members of school staff including spouses, partners and relatives. You will be asked to declare any relevant interests on appointment, and these would be included on the published register.

If you have any questions about being a parent governor please email:
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