



KING JAMES'S SCHOOL

KNARESBOROUGH

September 2025

Dear Parent/Carer,

ELECTION OF PARENT GOVERNORS TO THE BOROUGHBIDGE HIGH SCHOOL AND KING JAMES'S SCHOOL FEDERATED BOARD

We currently have a vacancy for two parent governors and are seeking nominations for two enthusiastic and committed parents or carers to join our governing board.

Across the Boroughbridge High School and King James's School Federation we value positive and purposeful partnerships with parents, understanding the benefit that this brings to our students. One of the most significant ways in which parents and carers can contribute to the strategic direction of the school is to volunteer to be a parent governor. The Federation Governing Board's main responsibilities are to support the school in ensuring that all pupils receive a high-quality education and to plan for future development and improvement. Parent governors form a vital part of the governor team. There are currently two parent governor vacancies to be filled.

The term 'parent' includes anyone aged 18 and over who has custody of a child registered at Boroughbridge High School or King James's School, as well as 'natural' parents. All parents can stand for election and vote in the election if a ballot is needed.

As well as a total of two parent governors, the governing body is made up of a governor nominated by the local authority, school staff, the headteachers, and governors appointed by the rest of the governing body (co-opted governors). We are particularly interested in identifying a governor with financial expertise but would be delighted to hear from anybody interested in applying for the role.

Parent governors have a four-year term of office and continue to serve even if their child(ren) leaves the federation during this period.

What do governors do?

The governors' work affects most aspects of the federation's work. Once appointed or elected, all governors must operate in the best interest of pupils. Their task is to focus on the core functions of providing strategic leadership, holding the headteachers to account and making sure each school's money is well spent. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills.

The governing body is currently looking in particular for governors with skills and experience in leadership and management, financial management, health and safety, and premises and facilities management.

As a body, the governors have a range of legal responsibilities and new governors should be willing to attend training to help them learn what is entailed. It is important to understand that accepting office as a governor involves the commitment of significant amounts of time and energy.

Parent governors do not have special responsibilities. All governors are equally responsible and discharge their responsibilities as a body, not individually. Parent governors speak *as* parents: they can't speak for *all* parents.

Are there any restrictions that could disqualify parents from becoming parent governors?

Yes, but they are unlikely to apply to most parents considering becoming a parent governor. The disqualification declaration document which is included in the application pack lists these restrictions. Parents putting themselves forward for election will be required to sign this form and return it with a nomination form. If any of the restrictions apply, you should not proceed with your nomination as a governor.

Please note that you are also disqualified from election or appointment as a parent governor if you are an elected member of the local authority or are paid to work at the school for more than 500 hours in any 12 months commencing on 1st August and finishing on 31st July.

Governors are subject to enhanced DBS checks. The elected parents will complete an online application and will need to provide proof of identity. If you have any concerns over issues that may be highlighted by the enhanced DBS, please discuss these with me as they may not exclude you from acting as a parent governor.

The parent governor election process

If you would like to stand for election as a parent governor, please [click here](#). You will need to sign the nomination form and make a short statement about yourself (a simple form is provided which is in four parts. Please return the form to the Headteacher of either school as quickly as possible and by 9.00am on 14th October 2025 at the latest, to admin@king-james.co.uk

If more nominations are received than there are places to fill (two), there will be a secret ballot. A ballot form will be sent to each parent along with envelopes for their return.

If the number of nominations received is the same as the number of places to be filled, then those persons will be declared elected.

The name of the persons elected will be displayed at both schools for at least seven days and will be included on both school websites.

The rules for the election are written down in procedures set by the local authority and these can be inspected at the school.

If you are interested in the parent governor role and would like to meet with either the Headteacher and/or the Chair of Governors to find out more before nomination, please email Lucy Navier, PA to the Headteacher at King James's School at admin@king-james.co.uk

Yours sincerely

Mr P McIntosh
Acting Headteacher and Returning Officer
King James's School Knaresborough

Ms K Stephenson
Headteacher
Boroughbridge High School

THE CLOSING DATE FOR NOMINATION IS 9AM ON 14th OCTOBER 2025.