



ST JAMES
C.E. PRIMARY SCHOOL

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Headteacher: Mr C Booth

CEO: Canon Jill Pilling

St James C.E. Primary School

Hillside Avenue, Farnworth, Bolton, BL4 9QB

Tel: 01204 572587

Email: office@st-james-farnworth.bolton.sch.uk

www.st-james-farnworth.bolton.sch.uk

"With God, there is no limit to what you can do. There is no obstacle you can't overcome. Through Him all things are possible." Matthew 19:26

Thursday, 8th January 2026

Dear Parent/Carer,

Governing Board of St James' CE Primary School
Parent Governor Election – Nominations

I am writing to inform you that a vacancy has arisen for a Parent Governor to serve on the Governing Board of St James' CE Primary School.

Becoming a governor is a rewarding and worthwhile experience. Effective governors do not need to have educational expertise; however, they do need to be committed to the school, willing to ask questions, and able to provide appropriate challenge and support.

Governors are expected to work collaboratively as enthusiastic members of the Governing Board, with the shared aim of raising and maintaining high educational standards for all children. They are required to act with integrity, honesty, and objectivity, and at all times in the best interests of the school.

The Governing Board's primary role is to set the strategic direction of the school, ensure accountability to stakeholders, and oversee that financial resources are used appropriately. Governors also have access to a range of training and development opportunities to support and enhance their knowledge and skills.

It is important to note that governors are elected or appointed for the skills, experience, and perspective they bring as individuals. Once elected, Parent Governors act as representatives of parents but not as delegates. This means they are not expected to report back to parents on Governing Board matters without prior agreement from the Governing Board.

Further information about the role and commitment of a school governor can be found on the school website and on the Local Authority Governance Services website at www.boltongovernanceservices.org.uk.

I therefore invite you to consider standing for election as a Parent Governor. Before completing the attached nomination form, please note the following:

- a) The nominee must be a parent/carers of a pupil currently registered at the school;
- b) The nominee must sign the nomination form to confirm their willingness to serve as a governor;
- c) A parent/carers cannot stand for election if they work at the school for more than 500 hours in a twelve-month period or if they are an elected member of the Local Authority;
- d) The nominee must complete and sign the enclosed declaration of eligibility form, confirming that they are not disqualified from serving as a governor;



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- e) Every eligible parent/carer is entitled to vote in the ballot process;
- f) The term of office for a Parent Governor is four years;
- g) All completed nomination forms must be returned to the school by 4.00pm on Monday, 9th February 2026.

Forms can be completed online here: [Parent Governor Nomination Form – Fill in form](#)

If the number of nominations received by the closing date matches the number of vacancies, those nominees will be duly elected. If there are more nominations than vacancies, a secret ballot will be held. In this case, nominees will be asked to provide a short personal statement to support the voting process.

Following election, all newly elected governors must complete a declaration of eligibility form. Where a successful candidate does not already hold a valid enhanced DBS certificate, the school will arrange for the appropriate checks to be completed.

If you are considering standing for election and would like further information about the role or the commitment involved, please do not hesitate to contact me.

Yours sincerely,

Mr C Booth
Headteacher



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