

Parent Governor Election Procedure - step by step

1. When a serving parent governor is reaching the end of his/her term of office, the clerk will inform the Chair and headteacher. A timetable for an election will be agreed that minimises delay and avoids school holidays.
2. The returning officer (Clerk) will send a letter to all parents notifying them that an election for a parent governor is required, and inviting nominations on an enclosed nomination form. The invitation and nomination form will also be placed on the school website and parents will be alerted to the election via ParentMail or other school communication system. The returning officer will also enclose a sheet setting out the circumstances in which someone is not allowed to serve as a trustee/local governor. The nomination form will indicate the closing date for nominations, which will be **no less than 10 school days from the date of issue**. Candidates will be invited to submit a statement in support of their nomination, which should be no longer than 250 words.

<p>Letter</p>  <p>Invite for nominations.docx</p>	<p>Exceptions to becoming a Governor</p>  <p>Disqualification from governor role.c</p>	<p>Nomination form</p>  <p>Nomination form.docx</p>
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3. The LGB will carry out a regular skills audit of governors and on occasion may ask for parents with particular skills/experience to put their name forward for election. This does not preclude any other member of the parent body from standing for election.
4. Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination.
5. Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the LGB will appoint parent governors to the vacancy or vacancies in accordance with the articles of association.
6. If there are more nominations than vacancies, a ballot will be conducted. Letters, ballot papers and return envelopes will be sent to all parents. The letters will set out that:
 - All parents of registered pupils at the academy are entitled to vote. Depending on the number of vacancies, parents may be asked to vote for more than one candidate. Each parent can submit one ballot form, regardless of the number of children they have attending the school;
 - The closing date and time for receipt of ballot papers, which will be **no less than 10 school days**;

- If applicable, the candidates' personal statements will be enclosed and will also be available to view on the school website

<p style="text-align: center;">Ballot letter</p> <p style="text-align: center;"></p> <p style="text-align: center;">Ballot letter.docx</p>	<p style="text-align: center;">Ballot form</p> <p style="text-align: center;"></p> <p style="text-align: center;">Ballot paper.docx</p>
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7. A ballot box will be provided in the school [reception area/foyer], and parents will also be given the option to vote by post. No arrangements will be made for proxy voting.
8. Returned envelopes must be locked away unopened until the closing date.
9. At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates will be invited to witness this, but there is no requirement for them to attend. The returning officer is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.
10. In the event of a tie, there should be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.
11. The clerk will inform all the candidates individually about the result of the ballot.
12. Other parents will be notified of the result via the school newsletter and/or website.
13. The ballot papers will be retained securely for six months in case the election result is challenged.