

## ELECTION PROCEDURE OF A PARENT GOVERNOR

1. When a vacancy arises a letter should be sent to all parents notifying them of the vacancy and requesting nominations. The invitation and nomination form could also be placed on the school website.
2. The letter should include information regarding eligibility. It should indicate the closing date for nominations, which will be not less than 10 school days from the date of issue. Candidates should be invited to submit a statement in support of their nomination, which should be no longer than 250 words.
3. The Governing Board may ask for parents with particular skills/experience to put their name forwards 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 Governing Board will appoint Parent Governors to the vacancy or vacancies.
6. If there are more nominations than vacancies, a secret ballot will be conducted. Letters, ballot papers and 2 return envelopes will be sent to all parents.

The letters will set out that:

- a. All parents of registered pupils 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;
  - b. The closing date and time for receipt of ballot papers, which will be no less than 5 school days;
  - c. If applicable, the candidates' personal statements will be enclosed
7. In order to ensure confidentiality, parents will be provided with two envelopes. They will be asked to enclose the completed ballot paper in an unmarked envelope, then enclose this in the 2<sup>nd</sup> envelope and write their

name (or the name of their child) on the envelope and sign it. This is to allow the returning officer to check eligibility to vote.

8. 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.
9. Returned envelopes must be locked away unopened until the closing date.
10. At the closing date for return of ballot papers, the returning officer will count the votes in front of a witness. Candidates and Governors will be invited to witness this, but there is no requirement for either 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. 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 witness, draw lots.
11. The Head or Clerk to Governors will inform all candidates individually about the result of the ballot. Other parents will be notified of the result via school newsletter and/or website.
12. The ballot papers will be retained securely for six months in case the election result is challenged.
13. The Clerking Service at Trust GS must be informed of the date of appointment along with the name, address and email of any new Governors. The School must submit a DBS check request within 21 days of appointment.