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- 4.1 When a serving parent governor is reaching the end of his/her term of office, the clerk to governors will inform the GB and Headteacher. A timetable for an election is drawn up by the Headteacher that minimises delay and avoids school holidays. The election process

- 5.2 Some schools may be concerned about the security and confidentiality of voting and might consider using a “double envelope” voting system (**see Appendix F for details of the double envelope system**).
- 5.3 A ballot box will be provided in the school reception area, and parents will also be given the option to vote by post.
- 5.4 The ballot box should be secured and returned postal envelopes must be locked away unopened until the closing date.
- 5.5 At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and governors will be invited to attend the count, 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.
- 5.6 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 independent witnesses, who are not candidates, draw lots and the candidate(s) picked will be the elected governor(s).
- 5.7 Term of office start date.
 - 5.7.1 If the parent governor position(s) on the GB are vacant at the time of the election the start date for the term of office is one of the following:
 - if no ballot was required the term of office starts on the closing date for nominations; or
 - if a ballot was required the term of office starts on the day of the ballot count.
 - 5.7.2 If applicable the term of office for the newly elected parent governor commences the day after the end of term of office of the currently serving parent governor.

(This allows at least
five school days)

(At the latest but
ballot papers can
go out earlier)

Dear Parent/Carer,

I am writing to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for <insert number> parent governor(s) and there is/are currently <insert number> vacanc(y)/(ies).

Nominations can only be accepted from parents or carers who have children registered at the school on the day that nominations close.

The GB

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours in any consecutive 12 month period or who are elected members of the Local Authority are not eligible to stand in these elections.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than <insert date>. You may also include a personal statement to support your nomination. There is no limit on the length of this statement, however, we encourage candidates to be succinct when setting out the skills, experience and attributes that they can bring to the GB to support their nomination. Self-nominations will be accepted, but if you are nominating

{Enter school name}

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address:

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Child's name and class:

insert date

Personal Statement

I wish to submit my nomination for the election of parent governor

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012.

Signature

(Date)

Dear Parent/Carer

I wrote to you on *<insert date>* to invite nominations for the vacancy/vacancies for a parent governor/parent governors. This letter referred to the following skills and experience the governing board ideally requires at this time *<description of desired skills>*.

I am delighted to say that there has been a good response and there are *<insert number>* candidates for the *<insert number>* vacancy/vacancies. This means we must now hold a ballot.

Attached to this letter is:

a ballot paper with the names of the candidates (in alphabetical order)

a copy of the personal statements from the candidates who are *<insert parents' names>*

You may vote for up to *<insert number equal to the number of vacancies>* candidate(s). Each parent can only submit one ballot paper, regardless of the number of pupils you have attending the school. As indicated on the ballot paper you should vote by marking an X alongside the name(s) of the parent(s) you support.

Once you have marked the ballot paper you should seal it in the envelope provided. This should then be put in the ballot box, which can be found *<named location, e.g. school foyer>* by *<insert date>*. If it is not possible for you to vote in person, please return to the following address: *<insert address for returning officer>*.

Or if using the double enveloping system re

Include personal statements separately.

Election of Parent Governors<insert school name>

There are <insert number> vacancies for parent governors. You may vote for <insert number> candidates, but NOT vote more than once for each candidate.

Candidate	Mark an 'X' to indicate your vote

Grounds for disqualification fall into three broad categories:

general grounds;

