

2.1.4 ELECTION PROCESS FOR PARENT GOVERNORS

If the number of nominations is less than or equal to the number of vacancies, the candidate(s) will be elected unopposed and it will not be necessary to proceed to an election.

If the vacancy is contested (i.e. there are more parents standing for election than places available), an election will need to be held and parents should have the opportunity to meet the candidates prior to the election. In addition, the candidates should produce a statement for distribution to parents entitled to vote. It is recommended that such statements should not exceed 200 words.

2.1.5 SPECIMEN DRAFT LETTERS

These outline the process in more detail and are attached (Appendix 1 and 2) or you may wish to produce your own letters to parents, informing them about the election and inviting nominations. (If there is more than one vacancy a parent may nominate more than one person up to a maximum of the number of vacancies.)

A closing date and time must be specified, which must allow parents sufficient time to return ballot papers. We would recommend a period of 10 – 14 days.

Letters to parents can be distributed via pupil post. If a pupil is absent from school when the letters are issued, the letter will need to be posted or otherwise delivered. The Regulations also allow the school to provide the opportunity for every person who is entitled to vote to do so by electronic means.

2.1.6 VOTING SLIPS

You are advised to use the following format for the voting slips:

They should **not** be numbered (since this could be used to identify how parents voted). Voting slips should be issued on the basis of one per parent/legal guardian **not** one per child. They should list the names of all the candidates and give clear guidance on the number of votes to be cast. Parents are entitled to register one vote for each vacancy. Care must be taken to ensure that a parent does not vote more than once, and it is suggested that you use coloured paper for the voting slip.

2.1.7 COUNT

In all schools and maintained nurseries, the Local Authority has delegated the role of Returning Officer to the Headteacher.

The count should be conducted by the Returning Officer (headteacher) and the candidates, or their nominated representatives, should be invited to be

present.

The count should take place immediately after the poll closes (e.g. poll closes at 3.45 pm, count at 4.00 pm). Uncounted votes should not be stored overnight once the poll closes. It is good practice for the count to take place on the school premises.

The election will not be invalidated by the absence of one or more of the candidates at the count.

The Returning Officer opens and counts the voting papers in the presence of witnesses (normally the candidates and a governor not standing in the election) and is the person to determine whether a ballot paper is valid, spoiled or not genuine.

2.1.8 POST ELECTION

The result of the election should be notified to all parents within seven days of the election. The governing body and Governor Support Team should also be given details of the new governors. A form is provided at Appendix 4 that can be used to notify the Governor Support Team as soon as possible after the ballot.

Voting papers should be retained securely for six months against a possible challenge. The number of ballot papers issued and the number returned should be reported by the headteacher to the governing body for recording in the minutes.

SECTION 3

APPENDIX 1

TO: PARENTS/GUARDIANS OF ALL CHILDREN ATTENDING SCHOOL

Dear Parent

SCHOOL GOVERNING BODY – ELECTION OF PARENT GOVERNORS

There are currently vacancies for Governors directly elected by the parents and I am therefore writing to invite nominations. Parents who are nominated for election must be proposed and seconded in writing, with nominations being signed by the proposer and seconder; the person nominated must also state in writing that he or she is willing to stand for election. Those eligible to stand are the parents or guardians of pupils who are currently registered pupils at this school. The proposer and seconder must also have a child currently in attendance at the school.

The term of office will be for a period of < > years. A parent whose child leaves the school may continue as a Parent Governor until the end of their term of office, if he or she so wishes.

Nominations should be sent to me within the next two weeks, that is before the closing date for nominations which is If there are only parents nominated, they will of course be elected unopposed but if there are more candidates than vacancies, a postal ballot will be held.

The ballot will be entirely secret and a further letter about the arrangements will be sent to you. All parents whose child/children attend this school will be entitled to vote in the postal ballot and voting will be on the basis of one vote per parent/legal guardian per place available. Before the ballot takes place we would hope to arrange a meeting when parents would have an opportunity to meet the candidates who have been nominated for election. We would also anticipate circulating information from the candidates to all parents, for the benefit of the parents who may be unable to attend this meeting.

If it proved impossible to fill all vacancies, the Governing Body has the right to make an appointment/s in order to fill the required number of Parent Governor places on the Governing Body. If the need to do this arises, the Governing Body would first of all consider appointing a parent who has a child on roll at the school but if they could not make an appointment they would consider a person who was a parent of a school-aged child but not necessarily a registered pupil at this school.

Please note that governors will be required to produce evidence of identity and make a formal declaration of any convictions incurred, including any that have become spent under the Rehabilitation of Offenders Act. All governors will be checked against List 99 and anyone who is likely to have unsupervised contact with children (e.g. those involved in Section 33 visits) will be required to obtain a disclosure from the CRB.

Parents may be interested in the overall constitution of the Governing Body, which is as follows:

- Governors appointed by Buckinghamshire County Council
- Community Governors appointed by the Governing Body as a whole
- Parent Governors
- Staff Governor(s), elected by other staff at the school

A full list of the names of the School Governors will be available as soon as all the appointments have been finalised.

I enclose a tear-off slip for use in the nominating procedure for Parent Governors which parents may find useful, but a separate nomination letter is just as acceptable. Please return the slip or letter by

Yours sincerely

HEADTEACHER

..... School

I wish to nominate for the position of Parent Governor.

SIGNED:.....DATE:.....
.....

SECONDED:.....DATE:.....
.....

I am prepared to accept this nomination

DATE.....

Please return to the Headteacher by.....

Candidates will be asked to provide information about themselves and/or an election address of up to 200 words, for distribution to parents.

APPENDIX 2

TO: PARENTS/GUARDIANS OF ALL CHILDREN ATTENDING SCHOOL

Dear Parent

SCHOOL GOVERNING BODY

Further to my letter of, I have to inform you that there are nominations for the vacancies of Parent Governor on the School's Governing Body. This means that it is necessary to have a secret postal ballot. I am therefore enclosing a ballot form together with information from candidates which they have asked me to circulate.

There will be a meeting at the school on at when all parents will be welcome to attend in order to meet the candidates prior to casting their vote in the postal ballot.

Please indicate your votes on the voting slip. You may vote for up to candidates. May I emphasise that all parents and legal guardians are entitled to vote and may cast one vote each, for up to candidates. You may not cast more than one vote for any candidate and parents with more than one child on roll are not entitled to more votes. The voting slip should be returned to me in the envelope provided either via your child or, if you wish, through the post. It is important that the voting slip should be received by when the election is due to take place.

The returning officer for the election will be and the candidates or their representatives will be entitled to attend the count. The result of the election will be notified to all parents within seven days of the election.

Yours sincerely

HEADTEACHER

BUCKINGHAMSHIRE COUNTY COUNCIL
ELECTION OF PARENT GOVERNORS

..... SCHOOL

You may vote for up to candidates but not cast more than one vote per candidate.

Please tick appropriate boxes.

Candidate A

Candidate B

Candidate C

Please return this voting slip in the envelope provided by
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