



SBMAT Policy for Governor Elections

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INTRODUCTION

South Bank Multi-Academy Trust's Articles of Association determine that the responsibility for election of parent/staff local governors is held by the Board of Trustees, but may be delegated. In the South Bank Multi-Academy Trust (MAT), the Board of Trustees has delegated authority for parent/staff local governor elections to Headteachers.

It is the responsibility of the Headteacher to organise elections for parent/staff local governors and act as returning officer. The process should commence as soon as reasonably possible after receiving a resignation or, where a term of office is due to expire, on a basis which ensures that a new local governor is able to take up office when his/her predecessor's term ends. It is particularly helpful to engage in succession planning when terms of office are due to expire, so that the new local governor can have time to develop a proper understanding of the role prior to his/her term beginning. If no candidates are forthcoming, the position on the local governing body remains vacant until an eligible candidate is identified.

Parent Governor Elections

1.0 Eligibility

All parents and carers of registered pupils at the individual School on the date by which nominations for Parent Governor are sought, are eligible to nominate candidates, to vote and, subject to the disqualifications referred to below, to stand for election to the Governing Body of the School. The term “parent” includes any person with parental responsibility or care for a pupil, student, or child.

2.0 Disqualifications

- 2.1 The disqualifications are set out in the **The School Governance (Constitution) (England) Regulations 2012**. Should any parent enquire about the details of these Regulations he/she should be shown the Regulations or referred to the City of York Council Governance Service.
- 2.2 A person is disqualified from being a parent governor if they are paid to work at the School for more than 500 hours in any consecutive twelve month period (ie. for more than one-third of the hours of a full-time equivalent). A serving parent governor who subsequently starts to work at the School would serve out his or her term of office.

3.0 Conduct of Elections

- 3.1 The Head of the School will be the Returning Officer who will supervise the election with the assistance of two witnesses, one of whom should be a member of the Local Governing Body, neither of whom is eligible to participate in the election.
- 3.2 When a vacancy arises for a Parent Governor, the Head will inform the parents of the fact, and of the arrangements for filling the vacancy, by letter sent by hand of pupils (see model letter PG1). Each parent should receive one ballot paper in the parent governor election, irrespective of the number of children he/she has at the School. Where one parent is not living at the child’s address, a letter should be sent to him/her at his/her last known address.
- 3.3 Nomination forms (see sample PG2) and Candidate Information Forms (see sample PG3) will be available from the School, to be either collected by, or posted to, parents requesting them.
- 3.4 A parent may nominate as many other eligible parents as there are seats to fill. Each nomination, to be valid, must be seconded by another eligible parent and also be signed by the nominee, and returned to the School with a completed Candidate Information Form, by the date entered on the nomination form.

- 3.5 Where the number of nominations exceeds the number of places filled, a ballot will be held, for which each parent will be sent:
- i) one ballot paper on which will be listed the duly nominated candidates; in alphabetical order (see sample PG4)
 - ii) such details of the candidates as have been provided by them, excluding their home address. These must be in the same order as the ballot paper and each set of details should take the same format
 - iii) one envelope for the return of the ballot papers
 - iv) instruction in the process to be followed in order to register a vote. (see sample PG5)
- 3.6 Ballot papers must be returned by the due date, and envelopes kept UNOPENED, under lock and key, until the hour
- 3.7 The count must be carried out at the time and date fixed by the Returning Officer, at which he or she must be accompanied by two witnesses, including a governor of the School, neither of whom is eligible to take part in the election, and by any candidates or their nominees who have accepted the invitation to be present. No envelopes may be opened before this time.
- 3.8 The following procedures must be followed at the count:
- i) If not already checked, envelopes carrying parents' signatures/names are checked against the register of eligible parents, but are not opened.
 - ii) at the appointed hour, the envelopes are opened in the presence of two witnesses and discarded.
- N.B: The candidates must not be involved in the actual count.
- 3.9 The following are to be regarded as spoiled votes and must not be counted:
- i) any ballot paper where votes are cast for more candidates than are to be elected;
 - ii) any ballot paper which is signed;
 - iii) any ballot paper which is not enclosed in a sealed envelope which is signed and capable of being identified as coming from an eligible parent.

Where any doubt arises as to whether a vote should be discounted, Returning Officers should contact the City of York Council Governance Service for guidance on 01904 554210.

- 3.10 The candidates with the highest number of votes shall be declared elected. In the event of a tie, the election will be decided by the toss of a coin by the Returning Officer in the presence of the candidates concerned, or their nominees.
- 3.11 The result of the election, the names of the nominee(s) and of those appointed as Parent Governors, will be posted at a suitable place on the School premises for 21 days (see sample PG6). Parents should also be notified as soon as is practicable and whilst a letter to each parent is unnecessary, the information should be imparted to parents in the next communiqué sent out. This might be a newsletter or might simply be included in a letter going out to all parents on a different subject.
- 3.12 The ballot papers should be kept for at least one year in case the outcome of the election is challenged.
- 3.13 Schools can use any process that they see fit for electronic voting as long as parents aren't excluded from participating due to lack of access to IT or disability.

4.0 Appointment of Parent Governors

4.1

- 4.4 The Head of the School will inform the Governance Service and the Clerk to the Governors of the names and contact details of the successful candidates/appointees.
- 4.5 In the event that an insufficient number of candidates come forward to fill the vacancies it is unnecessary to hold an election. Any candidates who have come forward will be automatically appointed to serve a term of four years (or that stated in the Scheme of Delegation). The provisions of paragraphs 4.1, 4.2 and 4.3 above shall apply and the Parent Governor's term shall run from the date of approval pursuant to paragraph 4.3.
- 4.6 Outstanding vacancies not filled in accordance by way of election or in accordance with paragraph 4.5 above should be filled directly by the governing body. Candidates for appointment should ideally have a child at the School but

if this is impractical, a parent of a former pupil or any parent of a child of compulsory school age who is not at the School will be deemed suitable for election. Should this prove impossible, an election should be held in the following term. Governing bodies may only appoint as a parent governor a parent who has, in their opinion, the skills to contribute to effective governance and the success of the School.

5.0 Governing Body Continuity

- 5.1 It is desirable to ensure the continuity of the local governing body, to aid its effectiveness. It is incumbent upon the Chair to ensure that elections take place on a timely basis. In practice this means that as a parent governor's term of office draws to a close, an election should be held with any new governor(s) term of office commencing from the day after the previous governor's term of office expires. If a parent governor is eligible to stand for a further term and is elected their term should also start at that time.
- 5.2 In the event of a mid-term resignation, the Clerk should, on receipt of the letter of resignation, advise the Chair/Head to institute election proceedings without delay. It is not necessary to wait until the Local governing body has discussed the situation.

6.0 Different Terms of Office

There are some circumstances where an election is for more than one parent governor, and where the starting date for each position will not be the same. For example, it may be felt appropriate to combine the election for a current vacancy with that for a replacement on expiry of current term. In such circumstances the letter (PG1), nomination paper (PG2) and candidate information form (PG3) need not be amended, but the ballot paper (PG4) must have the section below the candidates' names elected to read as follows (or as appropriate):

Number of Candidates to be elected
The candidate with the highest number of votes	
will serve for four years from
The candidate with the next highest number	
of votes will serve for four years from
Number of votes on this paper not to exceed

Dear Parent

ELECTION OF PARENT GOVERNORS

I am writing to you to inform you about an election of Parent Governors. The Governing Body, when it is complete, comprises (number) Governors of which (number) will be elected by the parents. There are currently (number) Parent Governor vacancies within School. Parent Governors will serve for four years (unless specified differently on the Instrument of Government), unless they resign during their term of office. They can continue in office even when their children have left the School in order to complete their term.

The Governing Body also comprises

- Staff Governors
- Co-opted Governors (chosen by other governors)
- The Headteacher

What do governors do?

School Governors are responsible for strategic leadership and accountability within schools. In practise this means that governing bodies are responsible for such things as setting school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

Do Parent Governors have special responsibilities?

No, Parent Governors do not have extra duties. Governors work as a team, with shared responsibilities. The Parent Governors speak as parents: they can't speak for all parents.

How are Parent Governors appointed?

We take the term 'parent' to include anyone who has parental responsibility for a child who lives with them registered at the School, as well as 'natural' parents.

If we receive more nominations than there are places to fill, there will be a secret ballot and I will send ballot forms (1 per parent) and envelopes for their return to each home by hand of the children. The form explains how votes may be cast.

If the number of nominations we receive is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, they will be declared elected and it will be for the rest of the governors to fill any vacancy by inviting a parent of a child at the school to become a Parent Governor.

Parent Governors must be people who have children at the school when they are elected. Applicants should also have a strong belief in continually improving the quality of education of children at school and have the time to commit to attend training and governing body meetings. If you decide you wish to stand for election it is necessary to get two parents at the school to propose and second your nomination.

If you are not able to stand for election, you may know of someone who is and parents with children at the school can nominate another parent for election. You can obtain a nomination form from the school and, having signed it yourself and obtained the signatures of the seconder and of the person you are nominating, return the form to me as quickly as possible. You can nominate as many parents as there are seats to fill but you need a nomination form for each.

The rules for the election are written down in the policy of the South Bank Multi Academy Trust and this can be inspected at the school.

Result of the Election

The names of those elected will be displayed at the school for at least seven days and will be included in the next edition of the school newsletter.

Anyone having any query about the election is invited to contact the school.

Yours sincerely

THE CLOSING DATE FOR NOMINATIONS IS

ELECTION OF PARENT GOVERNORS - NOMINATION PAPER

Name of School _____

Number of Parent Governors to be elected _____

Please read the notes below before completing the form

DECLARATION BY THE CANDIDATE: I agree to stand in the above-named election and confirm that I am not disqualified from being a school governor under the restrictions detailed in the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014.

CANDIDATE (Name/Address)

.....

.....

.....

Signed

Date

PROPOSED BY

(Name/Address/Signature)

.....

.....

.....

Signed

SECONDED BY

(Name/Address/Signature)

.....

.....

.....

Signed

NOTES : A parent can propose a candidate, stand for election and vote in the election, if he or she has a child registered at the school on the date of the election.

A PROPOSER must be eligible to vote in the election
 must obtain the consent and signature of the nominee
 may propose a candidate or candidates up to the number to be elected
 (see head of this form).

A CANDIDATE must be eligible to vote in the election
 must have reached the age of 18
 must not have been adjudged bankrupt, or been convicted of a criminal
 offence during the last five years for which a prison sentence (suspended
 or not) of 3 months or more was imposed.

THIS FORM MUST BE RETURNED TO THE HEADTEACHER WITH THE CANDIDATE
 INFORMATION FORM BY IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL
- PG NOMINATION'

ELECTION OF PARENT GOVERNORS

CANDIDATE INFORMATION FORM

Election of Parent Governors at SCHOOL

Name Age(s) of child(ren)

Experience and/or interests relevant to serving as a Governor

(maximum 80 words)

.....

.....

.....

.....

.....

Signed

ELECTION OF PARENT GOVERNORS

BALLOT PAPERS

Name of School _____

Please read the notes below before casting your vote(s)

CANDIDATES

Place an X opposite the name(s) voted for

Name in alphabetical order	
Name	
Name	
Name	

Number of Candidates to be elected

Number of votes on this ballot paper not to exceed

Please read the notes below before casting your vote(s)

1. Parents must, to be eligible to vote, have a child registered at the school on the date of the election.
2. Each person will receive a ballot paper and has as many votes as there are seats to be filled. Parents may if they wish, cast fewer votes than the number of seats to be filled.
3. Do not cast more votes than there are seats to fill. If any person or persons do, it will not be possible to count any of their votes. Each candidate can only receive one vote per ballot paper.
4. WHEN YOU HAVE MARKED YOUR BALLOT PAPER WITH YOUR VOTES, TURN OVER AND READ THE INSTRUCTIONS FOR RETURNING YOUR BALLOT PAPER.

FAILURE TO COMPLY WITH ELECTION REGULATIONS WILL RESULT IN THE BALLOT PAPER BEING TREATED AS SPOILED.

INSTRUCTIONS ON THE RETURN OF BALLOT PAPERS

1. You are provided with one envelope. Place your ballot paper inside the envelope and SEAL it. Do not place more than one ballot paper in the envelope.
2. Write your name in block capitals, and sign your name on the envelope. Write "P G ELECTION" upon it. It will also assist the school if envelopes also carry the name of your child.
3. Return the envelope to school as soon as possible, to arrive not later than the date shown below. Envelopes may be returned by hand of a pupil, or by post, but they must be delivered at the school by the time and date given below or it will not be possible to count the votes they contain. Votes sent by post must be in a sealed envelope signed, as indicated above.
4. It will not be possible to count votes if
 - ballot papers are spoiled; or
 - ballot papers are not returned in a sealed envelopes; or
 - the envelope is not signed.
6. PLEASE ENSURE, THEREFORE, THAT YOUR BALLOT PAPER IS PLACED IN A SEALED ENVELOPE MARKED AND SIGNED AS INDICATED ABOVE AND RETURN IT TO THE SCHOOL NOT LATER THAN _____ ON _____.

ELECTION OF PARENT GOVERNORS
ELECTION RESULT NOTIFICATION

Name of School _____

CANDIDATES

Votes received

Candidate A	50
Candidate B	30
Candidate C	20
Candidate D	10
Candidate E	5
Candidate F	2

Number of Candidates to be elected

As returning Officer in this election, I hereby declare that the following person/s is/are elected to serve as Parent Governor(s) on the Governing Body of (your) School, with a term of office to run from (date).

Candidate A

Candidate B

Signed

(Print name and sign)

Date

Witnessed

(Print name and sign)

Date

Staff Governor Elections

1.0 ELIGIBILITY

Teaching and support staff who, at the time of election, are employed by either the local governing body or the South Bank MAT to work at the school under a contract of employment, are eligible to be staff local governors.

Staff local governors are elected by all staff at the school and any candidates for election must be members of staff at the time of the election. The period of office is four years, however, on ceasing to be employed at the school a staff local governor shall cease to hold office at that school and shall give written notice to the clerk of the local governing body.

The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**. Should any staff member enquire about the details of these Regulations he/she should be shown the Regulations or referred to the Governance Service. Clear expectations of role and conduct should be communicated and agreed upfront.

2.0 CONDUCT OF ELECTIONS

- 2.1 The Headteacher shall appoint sufficient other members of staff of the school, and in any case at least one, to act as teller(s)/scrutineer(s).
- 2.2 Only those people employed to work at the school as full-time or part-time permanent members of staff may take part in the election.
- 2.3 Peripatetic, relief and other temporary members of staff are not eligible to hold office or to take part in the voting. The staff of a separate nursery school may not take part in the election.
- 2.4 The arrangements shall be such that all staff who are eligible to stand as candidates for election or to vote shall be afforded a reasonable opportunity to do so.
- 2.5 A dated letter announcing the election (see sample SG1) and incorporating the nomination form (see sample SG2) shall be sent to every eligible member of staff at the school address or, if the member of staff is not at school, at the home address.
- 2.6 A candidate must be proposed by a member of the electorate (other than the candidate) and seconded by another member of the electorate (other than the candidate or proposer).
- 2.7 To be valid a completed nomination paper shall reach the Returning Officer personally by the time shown on the form.
- 2.8 In the event that more valid nominations are received than there are vacancies, the Returning Officer shall inform each candidate of the names of all those nominated and an election will be held.

- 2.9 Where a ballot is to take place, the ballot papers (see sample SG3) shall be issued to staff eligible to vote, in person and votes cast in the place(s) designated by the Returning Officer as polling stations. Polling shall take place over such a period or periods as allows all members of the electorate a reasonable opportunity to vote.
- 2.10 Proxy votes shall not be valid, although postal/email votes may be accepted at the discretion of the Headteacher by specific arrangement (for example if a member of voting staff is on sick leave)
- 2.11 Candidates may attend the count personally if they wish. The Returning Officer should give the candidate reasonable notice of the count to allow them to make arrangements to attend.
- 2.12 The candidate with the highest number of votes shall be declared elected.
- 2.13 A tie, if verified by the recount of votes cast, shall be resolved immediately at the count by the tied candidates (or in their absence their representative) through the drawing of lots. If any candidate or representative is not present the Returning Officer or Scrutineer shall act on his/her behalf in the drawing of lots.
- 2.14 The Returning Officer shall publish the result of the election (see sample SG4) to the staff, the candidates, the Clerk to the local governing body and the Governance Support & Development Service.
- 2.15 The published information shall include the numbers of votes cast for each candidate, the number of papers deemed valid, the name of the candidate elected and the start and finish dates of the staff governor term of office.

3.0 REGULATIONS

- 3.1 Any enquiry or dispute about the election shall be referred to the Returning Officer in the first instance. If s/he is unable to resolve the matter the final decision rests, with the South Bank MAT Board of Trustees. For advice the Returning Officer should contact the Governance Support and Development Service in the first instance.
- 3.2 The term of office of a staff local governor starts:
- on the day of the election, where there is a current vacancy
 - or, the first day following that of the completion of the term of office of the current local governor.

- 3.3 A staff local governor shall, on ceasing to be employed at the school, cease to hold office as a local governor.
- 3.4 The period of office is for four years. However, a staff local governor may resign office at any time and should send notice of resignation in writing to the Clerk to the local governing body. The resignation shall take effect when the Clerk to the local governing body receives written notice.
- 3.5 Failure on the part of a member of staff to receive a nomination paper or a ballot paper shall not invalidate the election.
- 3.6 A copy of these regulations shall be on display to staff at the time of the election.

Dear Colleague

Date

ELECTION OF A STAFF LOCAL GOVERNOR ON THE (NAME OF SCHOOL) LOCAL GOVERNING BODY

I am the Returning Officer for the election of a staff local governor from amongst the teaching and support staff. For the purposes of the election a member of staff means a full-time or a part-time permanent member of staff of (name) school at the date of the election. Peripatetic, relief and other temporary staff are not eligible to hold office or take part in the voting.

What do Local Governors Do?

School Local Governors are responsible for strategic leadership and accountability within schools. In practise, this means that local governing bodies are responsible for such things as setting a range of school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Local Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

Fundamentally, your role as a staff local governor is no different to that of the other local governors. You have equal rights and status with all other local governors and you are not restricted in your role to matters of staff interest. Being a staff local governor involves achieving a delicate balance of roles. Although elected by fellow staff members, staff local governors are not obliged to express any views apart from their own.

I now propose to hold an election of one staff local governor to serve for a period of four years starting on (insert date). The reverse side of this letter is a nomination form and gives all the relevant details. Nominations should be received by me personally by (time) on (date). If more than one candidate is nominated a ballot will be held in (place) on (date). In the event of a contested election the result will be announced on (date).

The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**; in which there are a number of restrictions which apply to a person holding office as a local governor. If you wish to have access to these Regulations, or require further advice or information about becoming a staff governor, please contact the Governance Support and Development Service on 01904 554210.

Yours sincerely

(name)

Headteacher

Name of School

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS STARTING ON

NOMINATION PAPER

This election is open to all members of teaching and support staff

NAME OF CANDIDATE

ADDRESS

.....

Telephone

DECLARATION BY THE CANDIDATE

I agree to stand in the above-named election and confirm that I am not disqualified from being a school local governor in line with the restrictions detailed in **The Constitution of Governing Bodies of Maintained Schools 2017** as adopted by the South Bank MAT.

Signed Date.....

Signature of Proposer

Signature of Seconder

To be valid the fully completed nomination form must reach the Returning Officer **personally** by the close of school on (date).

In this election the Returning Officer is (name)

The teller(s)/scrutineer(s) is/are (name)(s)

If there is to be a ballot a poll will be taken on (date)

The polling station(s) will be situated (details)

Voting will take place during the following hours:-

(time) to (time)

(time) to (time)

Date of Issue

The (name of school) Local Governing Body

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS STARTING ON

BALLOT PAPER

Please mark your choice of candidate with a cross. You have one vote.

Name of Candidate	Cross (X)
Names in Alphabetical Order	

In this election the Returning Officer is (name)

The teller(s)/scrutineer(s) is/are (name)(s)

Candidates or other representatives are entitled to attend the count.

The results of the election will be published to the candidates and to the staff by notice in the (location/s).

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS STARTING ON

ELECTION RESULT NOTIFICATION

Name of Candidate	No. of votes received
Candidate A	
Candidate B	
Candidate C	
Candidate D	

As Returning Officer in this election, I hereby declare that the following member of staff is elected to serve as a Staff Local Governor on the Local Governing Body of (your) School, with a term of office to run from (date).

Candidate Elected:

Signed
(Print name and sign)

Date

Witnessed
(Print name and sign)

Date
