

Guidelines for the election of parent and staff governors

June 2024

1. Introduction

This guidance applies to nursery, community, community special and voluntary controlled schools only. In aided and foundation schools, the Governing Board is responsible for determining the procedure. Aided and foundation schools may adopt this guidance if they so wish.

The LA has delegated to **headteachers** the overall responsibility for organising the election and also to undertake the role of returning officer in accordance with the procedures detailed in this document.

The Instrument of Government for your school specifies the number of governors on your Governing Board and the categories of governor. If you have any questions regarding the contents of these notes or require any further information, please contact Governor Support on 01629 535769.

In line with advice from the DfE, all newly-elected and re-appointed governors will be subject to a declaration of eligibility and identity check prior to confirmation of appointment.

All newly elected/appointed governors must hold an enhanced criminal record certificate. The Governing Board must apply for such a certificate within 21 days of election/appointment of a new governor. For further information on this process, please contact the DBS team on 01629 532947 or email DBS@derbyshire.gov.uk.

New regulations came into force on 1 September 2017 enabling governing boards to remove elected governors in the same way as they can appointed governors. The power is given in the [School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2017](#), which amend the 2012 Constitution Regulations and the 2012 Federation Regulations. The procedure is the same as has existed for removing appointed governors:

- The proposal to remove someone must be included in the agenda of a meeting.
- The person putting the proposal gives their reasons, and the governor in question has the chance to reply.
- A vote is taken with the person concerned absent from the room.
- If the resolution is passed by a majority of those present, the removal must be confirmed at a subsequent meeting not less than two weeks later, with the matter again as an agenda item.
- If the decision is confirmed at the second meeting, by a simple majority vote, the dismissal is immediate.

Anyone so removed will be barred from serving as a governor of any school for a period of five years from the date of their removal.

Governing boards should make every effort to conduct informed parent and staff elections in which the expectations and skills required of prospective candidates are made clear. Prior to an election taking place, governing boards should use a skills audit to identify any specific gaps that need to be filled in the skills, knowledge and experience of existing governors. The best governing boards set out clearly in published recruitment literature:

- The core functions of the Governing Board and the role of a governor, and the induction and other training that will be available to new governors to help them fulfil it;
- The Governing Board's Code of Practice;

- the expectations they have of governors for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake training; and
- any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the Governing Board improve its effectiveness and address any specific challenges it may be facing;
- Well run elections use secure and reliable voting systems and offer candidates for election the opportunity to publish a statement of sufficient length to set out:
 - evidence of the extent to which they possess the skills and experience the Governing Board desires;
 - their commitment to undertake training to acquire or develop the skills to be an effective governor;
 - if seeking re-election, details of their contribution to the work of the Governing Board during their previous term of office; and
 - how they plan to contribute to the future work of the Governing Board.

The purpose of governing boards providing and publishing information about the role of a governor and the skills they ideally require is not to create additional eligibility criteria for potential candidates – which they do not have the power to do. It is for the electorate to elect their choice of candidate(s). The purpose of publishing the information is to simply inform the electorate of the governing boards' expectations, circumstances and ideal requirements in order to understand the extent to which nominated candidates possess the skills the Governing Board ideally requires.

Included in this guidance are the following documents:

Parent governor elections

Which includes:

- Timescale for elections (PG)
- Nomination letter (PG1(a))
- Model information sheet (PG1(b))
- Declaration of eligibility form (PG1(c))
- Nomination form (PG1(d))
- Voting procedure letter (PG2(a))
- Ballot form (PG2(b))
- Letter to all parents, governor support, clerk to governors (PG3)
- Successful candidate letter (PG4)
- Unsuccessful candidate letter (PG5)
- Commencement of office (PG6)

Staff governor elections

Which includes:

- Nomination letter (SG1(a))
- Model information sheet (SG1(b))
- Nomination form (SG1(c))
- Voting procedure letter (SG2(a))
- Ballot form (SG2(b))
- Successful candidate letter (SG3)
- Unsuccessful candidate letter (SG4)

2. Timing of elections

Any governor elections should be held as soon as is practicable after the occurrence of a vacancy. Most governor vacancies will occur at the beginning of the school year, so elections early in the autumn term, before the first Governing Board meeting of the school year, with the new intake of parents / staff / support staff, would seem to be most appropriate.

The objective must always be to ensure that Governing Board business is conducted with as many governors in post as possible.

You should allow two weeks for the return of nominations and one week in which parents/staff should vote. Allow sufficient time for printing of ballot papers between these two stages.

3. Parent governor elections

Parents (including carers) of registered pupils at the school are eligible to stand for election for parent governorship at the school. In the case of Maintained Nursery Schools, any parent (or carer) of a child who is making use of the service provided by the nursery is eligible to stand for election for parent governorship at the school. Parent governors are **elected** by other parents at the school. If insufficient parents stand for election, the Governing Board **must appoint** parent governors.

However, a person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the local authority or if they are paid to work at the school for more than 500 hours in a consecutive 12-month period (at the time of election or appointment).

3.1 Who is a parent?

In most cases it will be obvious, but to avoid uncertainty, for the purpose of the election of a parent governor, Section 576 of the Education Act 1996 defines 'parent' to include:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person.

People other than a child's natural parents can apply for parental responsibility through:

- being granted a Child Arrangements Order
- being appointed a Special Guardian
- being named in an Emergency Protection Order
- adopting a child.

In addition, a local authority can acquire Parental Responsibility by being named in the Care Order for a child.

It follows that a child may have more than two 'parents' (as defined above) and all of them would be entitled to stand or vote in an election. Schools are only required to take reasonable steps to locate absent parents, as mentioned below at 3.3

3.2 Term of office

The Governing Board sets the term of office for all governors (between 1 and 4 years). However, should the Governing Board wish to amend the current term of office which is recorded on the Instrument of Government, the Governing Board must first review and vary their current Instrument. The start date of the appointment will be from the date of election/appointment. Parent

governors must have a child registered at the school on the date they are elected, but do not have to resign their governorship if their child subsequently leaves the school before their term of office is completed.

3.3 Nomination of candidates

Where a vacancy for a parent governor arises, the appropriate authority must take such steps as are reasonably practicable to secure that every person who is known to them to be a parent of a registered pupil at the school, and where the school is a maintained nursery school, a parent of a child for whom educational or other provision is made on the premises of the school (including any such provision made by the Governing Board under section 27 of EA 2002(2)), is:

- (a) informed of the vacancy and that it is required to be filled by election;
- (b) informed that the person is entitled to stand as a candidate and vote in the election; and
- (c) given the opportunity to do so.

A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the local authority or if they are paid to work at the school for more than 500 hours in any twelve consecutive months.

A standard letter inviting nominations for a parent governor vacancy on your school's Governing Board is enclosed with this guidance as PG1(a).

It will be necessary for you to insert your school's details on the letter and on the nomination form PG1(d) before making the appropriate number of copies.

Each parent should be sent:

- a nomination letter (PG1(a)) (one for each parent)*
- an information sheet (PG1(b))
- a declaration of eligibility form (PG1(c)), please ensure that the disqualification list is the most recent version
- a nomination form (PG1(d))

Nominees will be asked to give a personal statement for inclusion on the ballot papers in the event a vote is held.

These papers can be sent via pupil post if appropriate, however, **letters for parents of pupils who are absent from school must be sent by post, ensuring that papers are received by the recipient in good time to participate in the election.**

Notwithstanding the requirements above, the Returning Officer may approve alternative methods of alerting parents to a forthcoming parent election, including but not limited to using email / text message / newsletter article. The onus is on each school to make reasonable effort to ensure that every eligible parent is notified of a forthcoming election with clear instructions on timescales and how to access an election pack. Failure to do so could lead to a challenge which may negate the election process.

The arrangements must provide for every person who is entitled to vote to have an opportunity to do so by post (which includes delivery by hand).

The minimum requirement for returning nomination forms is 10 school days from the date of dispatch. Care should be taken to avoid carrying out elections during a period which includes a school holiday.

A secure, sealed box must be available and accessible in the school for hand deliveries and a notice giving the exact location of the box placed in the entrance to the school. The onus is on the

parent to ensure that the nomination form is put in the box either by personal delivery or by sending it with their child. It is recommended that all nomination forms be returned in a sealed envelope. Postal nominations marked 'Nomination for parent governor' should be placed in the ballot box by the returning officer.

Nominations will close at 12 noon on the date specified on the nomination form. It is good practice to acknowledge each nomination within 2 working days after the closing date.

Please check that:

- i) the person seconding the nomination has Parental Responsibility of a pupil at your school; and
- ii) the Declaration of Eligibility has been signed.

If the number of nominations received is fewer than, or equal to, the number of vacancies available, no voting is required; those nominated are simply declared to be governors. All parents of registered pupils should be informed of the result.

If there are more nominations than vacancies available then an election will be needed and the Returning Officer should confirm with each candidate their willingness to contest the election.

3.4 Election

This must be conducted as a secret ballot. Ballot papers will need to be prepared by the school and all ballot papers should be stamped individually with the school's stamp in order to avoid counterfeiting. Photocopying on an unusual coloured paper and numbering the ballot papers may also help. The model voting procedure letter to parents (PG2(a)) and ballot form (PG2(b)) are included with this guidance.

Again, you will need to complete the ballot letter and form with your school's details before making the appropriate number of copies. Enter the full name of the candidate(s) in alphabetical order and the date for the return to you of the completed ballot papers.

Each parent should receive a ballot paper, with personal statement attached, via pupil post if appropriate, in which case **ballot papers for parents of pupils who are absent from school must be sent by post ensuring that the ballot paper is received by the recipient in good time to participate in the ballot.** The minimum requirement for returning ballot forms is five days from the date of dispatch. Proxy voting is not allowed.

If a ballot paper is inadvertently spoilt (or lost by the pupil) a duplicate may be issued by the Returning Officer. An election is not invalidated by an individual's failure to receive or return a ballot paper.

The Returning Officer should ensure that each voting paper bears a distinguishing mark such as the school's stamp and that a record is kept of the number of ballot papers issued.

A sealed ballot box must be available and accessible in the school and a notice giving the exact location of the box placed in the entrance to the school.

3.5 The count (by Headteacher)

Voting should close at 12 noon on the date specified on the ballot letter and form. The count should be conducted by the returning officer at a time and place to be notified to all candidates in writing, which should take place after noon on the day (or the following day) by which completed ballot papers are to be returned, at the school. If at all possible, the votes should not be stored overnight once the poll closes.

The Returning Officer should allow the candidates or their nominated representatives to be present. (The election would not be invalid because one or more candidates were not present). The Returning Officer should open and count the voting papers in the presence of witnesses (normally the candidates and a governor not standing in the election) and should be the person to determine whether a spoiled ballot paper is valid and that all ballot papers are genuine. In the event of a tie, the drawing of lots or toss of a coin determines the result, after a recount.

You may wish to keep a note of the number of ballot papers issued and returned in order that the school is able to monitor participation over the course of the election. **Voting papers should be retained securely for one year against a possible challenge to the election result.**

All parents of registered pupils, the clerk to governors and the LA's Governor Support Service should be informed of the result of the election as soon as possible. Please see letter PG3 included with this guidance, which can be used to inform all relevant people. The Clerk to governors will record the outcome in the minutes at the next meeting; the term of office begins at the close of the election.

The successful candidate should receive a letter of appointment (PG4) stating the expiry date of the term of office as determined by the Instrument of Government and the unsuccessful candidate should also receive a letter (PG5).

A pro-forma indicating the timescale for nominations/elections is enclosed as PG in this guidance. You may find this useful to record information relating to the election procedure.

3.6 'Appointed' parent governor

If there are insufficient parents nominated against current vacancies the Governing Board must appoint a parent from within the community which serves your school. **Governing boards may only appoint as a parent governor a parent who has, in their opinion, the skills to contribute to the effective governance and the success of the school.**

To be eligible to become an 'appointed' parent the person must be:

- a parent of a registered pupil at the school, or if that is not reasonably practicable
- a parent of a former registered pupil at the school, or if that is not reasonably practicable
- a parent of a child of, or under, compulsory school age.

This also applies to community and foundation special schools, but for these schools the appointment criteria are as follows:

- a parent of a registered pupil at the school, or if that is not reasonably practicable
- a parent of a former registered pupil at the school, or if that is not reasonably practicable
- a parent of a child of or under compulsory school age with special educational needs for which the school is approved, or if that is not reasonably practicable
- a parent of a child who has special educational needs and is over compulsory school age

A person is disqualified from appointment as a parent governor of a school if they are:

- an elected member of the local authority
- paid to work at the school for more than 500 hours in a consecutive 12-month period.

The appointment of a parent governor must take place at a full Governing Board meeting, preferably, in the same term in which the nomination process took place, and must be quorate. The quorum for any Governing Board meeting and vote must be one half (rounded up to a whole number) of the complete membership of the Governing Board excluding vacancies. For example: if

the size of the Governing Board as specified in the Instrument of Government is 15 and there 2 vacancies (13 in post), then the quorum for a Governing Board meeting is 7 governors.

This will only occur when the election process has not produced enough parent governors to fill the vacancies.

As with an elected parent, the person will be appointed subject to a successful declaration of eligibility and identity check. **Please inform the governor support section of the appointment.**

4. Staff governor elections

4.1 Eligibility for staff governor

The Regulations define 'staff governor' as:

- (a) the headteacher, who is a staff governor by virtue of office. If the headteacher chooses not to be a governor, the position cannot be taken by the election of another member of staff.
- (b) a person who:
 - (i) is elected in accordance with the following procedures as a governor by persons who are employed by either the Governing Board or the local authority under a contract of employment providing for those persons to work at the school, and
 - (ii) is so employed at the time of the election.

Eligibility to stand carries with it eligibility to vote.

On ceasing to be employed at the school, a staff governor will be disqualified from continuing to hold office as such a governor.

Any election, which is contested, must be held by ballot.

The election of a staff governor should follow the same timetable and procedure as for parent governors, including a secret ballot where nominations exceed the number of vacancies. However, the following points should be noted:

4.2 Filling vacancies:

The constitutional requirements only make provision for **one** staff governor to be elected (the Headteacher has a place by virtue of their office). However, additional staff may be appointed as co-opted governors as long as the number does not exceed one third of the total membership of the Governing Board.

It is important that prospective staff governors understand the nature of the role of a governor – and specifically that their role will not be to represent staff, nor to stand alongside the headteacher in being held to account by the Governing Board, but to operate as part of the Governing Board to provide strategic leadership and to hold the headteacher to account.

4.3 Term of office

Except where the Instrument of Government for a school state otherwise, for any category of governor, their period of office is 4 years.

The Governing Board sets the term of office for its staff governor. However, should the Governing Board wish to amend the current term of office which is recorded on the Instrument of Government, the Governing Board must review and vary their current Instrument.

4.4 Nominations for staff governor

Reasonable steps need to be taken to:

- a) notify all those who need to know of the existence of a vacancy; and
- b) enable all those entitled to nominate and to vote to do so.

Nominations from staff will be self-nominations and should be submitted on the nomination form (SG1(c)). A sample of the nomination form to be used is attached to this guidance, as is the model information sheet (SG1(b)). A member of the staff eligible to do so (see paragraph 4.1 above) should second each nomination. Staff must be given a minimum of 10 working days for the return of nomination papers. They will be asked to give a personal statement for inclusion on the ballot papers.

If there is only one nomination, then that candidate will be deemed elected unopposed. If, however, there is more than one candidate, it will be necessary to proceed with an election and the returning officer should confirm with each candidate their willingness to contest the election.

If no valid nomination form is received by the deadline, the vacancy will continue to exist and a fresh attempt to fill it should be made after reasonable time has elapsed.

There is no provision for 'appointing' staff governors.

4.5 Conduct of the election

On behalf of the local authority, the headteacher will have overall responsibility for organising the election and will undertake the role of returning officer.

The election of staff governors will be by simple majority.

A ballot paper, copies of personal statements and a letter setting out the date, time and place of the count should be issued to everyone who falls within the definition in 4.1 above, bearing in mind that reasonable, but not extraordinary, steps must be taken.

A sample of the voting procedure letter (SG2(a)) and ballot paper (SG2(b)) to be used is attached in this guidance.

Sufficient ballot papers should be run off listing the names of all the candidates, with their personal statements, to be returned to the headteacher at the school by a specified date and time. Ballot papers should be stamped individually with the school's stamp to avoid counterfeiting. Photocopying on an unusual coloured paper and numbering the ballot papers may help. The closing date should allow a minimum of five days from receipt. The number of ballot papers produced should be recorded.

The ballot must be secret. The completed ballot paper should be put in a sealed envelope and returned to the returning officer. Staff temporarily absent from the school, and part-time staff, should be afforded the opportunity to vote by post. Proxy voting is not allowed.

Each eligible staff member employed at the school is entitled to one voting paper.

4.6 The count

The returning officer should open and count the ballot papers in the presence of witnesses (candidates and a governor not standing in the election) and is the person to determine whether a ballot paper is spoiled.

The count should take place immediately after the poll closes. If at all possible the votes should not be stored overnight before the count.

Failure on the part of a member of staff to receive a nomination paper or a ballot paper shall not invalidate the election.

The election is conducted on a simple majority basis. In the event of a tie, the toss of a coin or the drawing of lots determines the result.

4.7 Post-election actions

As soon as possible after the count, the Headteacher should notify the successful and unsuccessful candidates (SG3 and 4), staff, existing governors, the clerk to the Governing Board and governor support section by letter of the result of the election.

A copy of the letter should be posted on the school notice board and the name of the successful candidate, with term of office, recorded in the minutes of the next Governing Board meeting. The term of office begins on the date of the election.

Ballot papers should be retained securely for one year in case the election result is challenged.

6. Notification of governor appointments

The LA's Governor Support Service should be informed immediately after election of all successful candidates. This will enable the local authority to maintain its database of all governors and issue a welcome letter with relevant information and documentation to new governors.

Parent Governor election pack

To be used for Parent Governor elections

This pack contains:

PG	Timescale for Parent Governor Elections.
PG1(a)	Sample letter to all eligible parents inviting nominations.
PG1(b)	A model information sheet.
PG1(c)	Declaration of Eligibility Form.
PG1(d)	Nomination form.
PG2(a)	Voting Procedure Letter.
PG2(b)	Election of Parent Governor Ballot Form.
PG3	Letter informing Governor Support Section and Clerk to Governors of new appointment(s).
PG4	Sample letter of appointment to successful candidate(s).
PG5	Sample letter to unsuccessful candidate(s).
PG6	Procedure for Commencement of Office.

Timescale for Parent Governor elections

(Please read guidelines before proceeding with the election)

	Action	Action taken
Day 1	i) Nomination of Candidate(s) Nomination forms to be sent via pupil post (posted to parents of absent pupils).	
Day 10 <i>(10 school days)</i>	Closing date for nominations. Forms to be returned, hand delivered or by post, to school by parents on [date] by 12.00 noon.	
Day 10	Nominations to be counted. If the number of candidates who put themselves forward is the same as, or smaller than, the number of vacancies, then any such candidates will be deemed elected unopposed and the following should be informed: • All candidate(s) • All parents • Clerk to Governors • Governor Support Service. (Please use PG3 provided for this purpose). If, however, there are more candidates than vacancies, it will be necessary to proceed with arrangements for a ballot. If there are more vacancies than parents standing for election, the Governing Board must appoint parent governors to fill the vacancies. Please see guidelines.	
Day 10	ii) Election Ballot papers prepared (see guidelines 3.4) and appropriate number copied.	
Day 10	Ballot papers to be sent home via pupil posted to parents of absent pupils).	
Day 15	Closing date for voting – 12.00 noon.	
Day 15	Witnessed count to begin as soon as possible after voting closed, in the presence of the candidate(s) and a Governor of the school. The following to be informed of the result:	

	• All candidates (successful and unsuccessful) (Please use PG4 and PG5 for this purpose). • All parents • Clerk to Governors • Governor Support Service. (Please use PG3 provided for this purpose.) Action by the Headteacher / Clerk with regard to the Declaration of Eligibility form. The Headteacher /Clerk to Governors to ensure that newly appointed Governors have filled in Sections A and B on the Declaration of Eligibility form. Headteacher / Clerk to verify the identity of the new Governor against relevant documents in Section C at Governor's first Governing Board meeting or as soon as possible.	
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NOMINATION LETTER

Dear Parent / Carer

RE: ELECTION OF PARENT GOVERNOR(S)

There is/are [a] vacancy/ies for [a] Parent Governor(s) on the School's Governing Board. If you would like to stand for election please read the enclosed information sheet – *Could you become a Parent Governor?* (**PG1(b)**)- and complete and return the attached nomination form to the school office by **12.00 noon** on [**date**]. Another parent of a child at the school must sign the form in support of your nomination.

All newly elected/appointed governors must hold an enhanced criminal record certificate. The Governing Board must apply for such a certificate within 21 days of election/appointment of a new governor.

Check that you are eligible for appointment as a School Governor by reading the enclosed Declaration of Eligibility Section PG1(c).

The Declaration of Eligibility form requires a signature from you in Section A. By signing the form you agree that you have read the qualifications and disqualifications, and you declare that you are qualified for appointment and that none of the statutory disqualifications apply to you. Section C is for verifying proof of identity. Only the statutory disqualifications would automatically exclude you from becoming a Governor. Minor offences, not listed on the form, may not necessarily affect your eligibility to become a school Governor. If you are uncertain as to whether you are eligible, you may seek further advice from the Returning Officer or Governor Support on telephone number 01629 535769.

All governors are expected to abide by the Code of Practice adopted by the Governing Board.

A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the LA or if they work at the school for more than 500 hours in any consecutive 12 month period.

Please give a statement about yourself on the nomination form. If a ballot is needed this statement will be copied and sent to the other parents at the school with the ballot papers on [**date**].

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a. **Ensuring clarity of vision, ethos and strategic direction;**
- b. **Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;** and
- c. **Overseeing the financial performance of the school and making sure its money is well spent.**

For further detailed information on the role of the governor, please see the *Governors' Handbook and Competency Framework*:

<https://www.gov.uk/government/publications/governance-handbook> ,

There is an expectation that on election you will be willing to:

- undertake appropriate induction training
- prepare for and attend all meetings regularly
- be an active member of committees as required
- be willing to undertake further training to develop your skills.

This Governing Board would particularly welcome nominations from parents with the following skills/experience to help improve its effectiveness and address current challenges.

Add here desirable skills / experience decided by your Governing Board

In the personal statement, candidates may wish to briefly set out:

- evidence of the extent to which you possess the skills and experience the Governing Board desires or at least the capacity and willingness to develop them
- your commitment to undertake training to acquire or develop the skills to be an effective governor
- if seeking re-election, details of your contribution to the work of the Governing Board during your previous term of office, and
- how you plan to contribute to the future work of the Governing Board.

If the number of nominations is the same as or smaller than the number of positions to be filled, then the people nominated will be deemed elected unopposed. If there are fewer nominations than vacancies, the Governing Board must appoint parent governors to fill the number of vacancies.

Only parents / carers of children registered at the school are entitled to stand or vote in the election. **Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy.** The ballot will be secret and you will be notified of the result as soon as possible afterwards.

The Governing Board works together as a group. If you are thinking of standing as a Governor, remember that you will need to attend a minimum of three meetings a year, plus committee meetings during the term. The Governing Board sets the term of office for all Governors and the start date of the appointment will be from the date of election. If you are elected you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the Governing Board at any time.

If you would like to be nominated to be a Parent Governor, you need to:

- a) check that you are eligible by reading the enclosed Declaration of Eligibility Form and sign and return the declaration;
- b) complete the nomination form enclosed, and return it to[] at the School;
- c) have your nomination seconded by a parent who is eligible to vote in the election;
- d) include a statement about yourself and why you would like to become a Governor (on the Nomination Form);
- e) each nomination must be received at the school by **12.00 noon** on [**date**].

You are responsible for ensuring that your nomination form is received by the deadline. It may be delivered by hand, sent to school with your child, or sent by first class post, and should be sealed in an envelope marked 'Nomination for Parent Governor'. A sealed ballot box will be available in the school for hand deliveries, details of the location will be found on a notice in the entrance to the school.

If you have any questions about whether or not you are eligible to stand or vote in the election or about anything else contained within this letter, please do not hesitate to contact me.

Yours sincerely

Headteacher / Returning Officer

Encs

- Information Sheet (**PG1b**)
- Declaration of Eligibility Form (**PG1c**)
- Nomination Form (**PG1d**)

MODEL INFORMATION SHEET

COULD YOU BECOME A PARENT GOVERNOR?

A Parent Governor has:

- ❖ An interest in **all** the children's future
- ❖ A desire to make a difference
- ❖ A willingness to accept responsibility
- ❖ An ability to work in a team and is happy to ask questions, listen and learn
- ❖ The skills to contribute to effective governance and success of the school or at least the capacity and willingness to develop them

and will:

- ❖ Act with integrity, objectivity and honesty in the best interests of the school
- ❖ Fulfil a largely strategic role in the running of the school
- ❖ Visit and get to know the school and the people in it in accordance with the agreed visits protocol
- ❖ Work in partnership with the Headteacher to raise standards
- ❖ Actively contribute to the work of the Governing
- ❖ Abide by the adopted Code of Practice.

Once elected, a parent Governor must operate in the best interest of all pupils and not as representatives to lobby on behalf of their constituency.

Parent Governors:

- ❖ Help to decide the priorities for improving the school
- ❖ Focus on their three core strategic functions
- ❖ Work co-operatively with other Governors in the best interest of the school
- ❖ Attend the meetings of the Governing Board and its Committees
- ❖ Promote the interest of the school in the wider community
- ❖ Have an equal right to participate and to state their views whilst respecting the views of others
- ❖ Are loyal to the decisions made by the Governing Board
- ❖ Respect the confidentiality of those items of business that have been designated as confidential and do not disclose what individuals have said or how they have voted
- ❖ Withdraw from a decision from which he or she or a partner or close relative stands to gain or where he or she is too involved to be objective
- ❖ Have regard to the broader responsibilities as a Governor of a public institution in regard to promoting a public accountability for the actions and performance of the Governing Board
- ❖ Participate in training.

PG1(c)

Declaration of Eligibility to Service as a School Governor **QUALIFICATIONS AND DISQUALIFICATIONS**

General

1. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.
2. A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.
3. Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.
4. Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the Governing Board unless the disqualification is under paragraphs 1 or 2 of this Schedule.

Disqualification criteria for categories of governor

5. (1) A person is disqualified from election or appointment as a parent governor of a school if the person—
 - (a) is an elected member of the local authority; or
 - (b) is paid to work at the school for more than 500 hours in any twelve consecutive months.(2) A person (“P”) is not disqualified from continuing to hold office as a parent governor because P ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be) .
6. A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.
7. (1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is—
 - (a) a parent of a registered pupil at the school;
 - (b) eligible to be a staff governor of the school;
 - (c) an elected member of the local authority; or
 - (d) employed by the local authority in connection with their education functions.(2) The disqualification criterion in paragraph 7(1)(d) does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.
8. Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such a governor.

Failure to attend meetings

9. (1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

(2) A governor who, without the consent of the Governing Board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

Bankruptcy

10. A person is disqualified from holding or continuing to hold office as a governor of a school if—

(a) the person's estate has been sequestered and the sequestration has not been discharged, annulled or reduced; or

(b) the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order([1](#)), a debt relief restrictions order or an interim debt relief restrictions order([2](#)).

Disqualification of company directors

11. A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

(a) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986([3](#));

(b) a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002([4](#));

(c) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or

(d) an order made under section 429(2)(b) of the Insolvency Act 1986([5](#)) (failure to pay under county court administration order).

Disqualification of charity trustees

12. A person is disqualified from holding or from continuing to hold office as a governor of a school if—

(a) the person ("P") has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or to which P contributed or which P facilitated by P's conduct; or

(b) the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005([6](#)), from being concerned in the management or control of any body.

Persons whose employment is prohibited or restricted

13. A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

(a) included in the list kept under section 1 of the Protection of Children Act 1999([7](#)) (list of those considered by the Secretary of State as unsuitable to work with children);

(b) subject to a direction of the Secretary of State under section 142 of EA 2002([8](#)) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);

- (c) barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(9);
- (d) disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(10);
- (e) disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(11) for child minding or providing day care; or
- (f) disqualified from registration under Part 3 of the Childcare Act 2006(12).

Criminal convictions

14. (1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

(2) This sub-paragraph applies to a person ("P") if—

(a) within the period of five years ending with the date immediately preceding the date on which P's appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or

(b) since P's appointment or election as governor or, as the case may be, since P became a governor by virtue of an office,

P has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on P for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person ("Q") if within the period of 20 years ending with the date immediately preceding the date on which Q's appointment or election as governor would otherwise have taken effect or, as the case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.

(4) This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

(5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

(6) This sub-paragraph applies to a person ("R") if—

(a) within the period of five years ending with the date immediately preceding the date on which R's appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or

(b) since R's appointment or election as governor or, as the case may be, since R became a governor by virtue of an office,

R has been convicted under section 547 of EA 1996([13](#)) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992([14](#)) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

Refusal to make an application for a criminal records certificate

15. A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the Governing Board to make an application under section 113B of the Police Act 1997([15](#)) for a criminal records certificate.

Notification to clerk

16. Where a person ("P") is, or is proposed to become, a governor and by virtue of any of paragraphs 10 to 14 P is disqualified from holding, or from continuing to hold, office as a governor, P must give notice of that fact to the clerk to the Governing Board.

(1) "Bankruptcy restrictions order" means an order made under paragraph 1 of Schedule 4A to the Insolvency Act [1986 \(c. 45\)](#) and "interim bankruptcy restrictions order" means an order made under paragraph 5 of that Schedule. Schedule 4A was inserted by Schedule 20 to the Enterprise Act [2002 \(c. 40\)](#).

(2) "Debt relief order" means an order made under paragraph 1 of Schedule 4ZB to the Insolvency Act [1986 \(c. 45\)](#) and "interim debt relief order" means an order made under paragraph 5 of that Schedule. Schedule 4ZB was inserted by Schedule 19 to the Tribunals, Courts and Enforcement Act [2007 \(c. 15\)](#).

(3) [1986 c.46](#).

(4) [S.I. 2002/3150 \(N.I. 4\)](#), as amended by the Companies Act [2006 \(c.46\)](#), the Banking Act [2009 \(c.1\)](#), the Debt Relief Act (Northern Ireland) [2010 \(c.16\)](#) and by [S.I. 2005/1454 \(N.I.9\)](#), [2005/1455 \(N.I.10\)](#), [2005/1967 \(N.I.17\)](#), [2006/314 \(N.I.3\)](#), [2006/3336 \(N.I.21\)](#), [2007/2194](#), [2008/948](#), [2009/805](#) and [2009/1941](#).

(5) [1986 c.45](#). Section 429(2) is repealed and substituted by section 106 of and Schedule 16 to the Tribunals, Courts and Enforcement Act [2007 \(c.15\)](#), which are not yet in force.

(6) [2005 asp 10](#).

(7) [1999 c.14](#), as amended by the Care Standards Act 2000 ([2000 c.14](#)). Section 1 is repealed by section 63 of and Schedules 9 and 10 to the Safeguarding Vulnerable Groups Act [2006 \(c.47\)](#) save as provided by [S.I. 2009/2611](#).

(8) Section 142 is repealed by section 63 of and Schedule 10 to the Safeguarding Vulnerable Groups Act 2006 (which are only partly in force) save as provided by [S.I. 2009/2611](#).

(9) [2006 c.47](#).

(10) [2000 c.43](#). Section 28 is repealed by section 63 of and Schedule 10 to the Safeguarding Vulnerable Groups Act 2006 (which are only partly in force) save as provided by [S.I. 2009/2611](#) and [S.I. 2010/1101](#).

(11) [2010 nawm 1](#).

(12) [2006 c.21](#). Part 3 is amended by the Education and Inspections Act [2006 \(c.40\)](#), the Safeguarding Vulnerable Groups Act 2006, the Education and Skills Act [2008 \(c. 25\)](#), the Apprenticeships, Skills, Children and Learning Act [2009 \(c.22\)](#) and the Education Act [2011 \(c.21\)](#).

(13) As amended by SSFA 1998 and by section 206 of and Schedule 20 to EA 2002 and by section 6 of and Schedule 1 to the Education and Inspections Act 2006 and by [S.I. 2010/1158](#).

(14) [1992 c.13](#); section 85A was inserted by section 206 of and Schedule 20 to EA 2002 and amended by [S.I. 2010/1158](#) and by section 54 of and Schedule 13 to the Education Act 2011.

- (15) [1997 c.50](#); inserted by section 163 of the Serious Organised Crime and Police Act 2005 ([2005 c.15](#)) and amended by the Safeguarding Vulnerable Groups Act 2006, the Armed Forces Act [2006 \(c.52\)](#), the Policing and Crime Act [2009 \(c.26\)](#) and [S.I.2009/203](#) and [S.I. 2010/1146](#).

DECLARATION OF ELIGIBILITY FORM

RESTRICTED

- Please complete Section A and the first half of Section B.
- Please provide two proofs of identity (e.g. Passport/Driving Licence/Utility Bill/Bankers Card) to the Headteacher or Clerk to Governors who will complete and sign Section C
- **SECTION A** TO BE RETAINED BY THE CLERK TO GOVERNORS FOR THE DURATION OF THE TERM OF OFFICE.
- **SECTIONS B AND C** TO BE DEALT WITH ACCORDING TO THE SCHOOL'S DATA PROTECTION PROCEDURES FOLLOWING ELECTION / APPOINTMENT PROCESS.

SECTION A

- *Having read and understood the disqualification criteria as listed, I declare that I am not disqualified from serving on a School Governing Board. If I become disqualified I will give notice of the fact to the Clerk of the Governing Board.*
- *Upon election / appointment, I understand that my personal data including name, address, telephone number and email address will be held securely by the LA's Governor Support Service in line with Derbyshire County Council's Children's Services retention schedule and these details may be shared with other members of the LA if necessary*.*

Signed: Date:

SECTION B

Title: Name:

Home address:

.....

Email Address:

Telephone/Mobile

To be completed by the Headteacher or Clerk to Governors:

School Name:

Category of Governor:

Date elected/appointed: Length of term of office: years

SECTION C

Proof of Identify – two forms of identity required. Please indicate the nature of the proof seen:

Governor Name:

(1) (2)

Countersigned by Headteacher or Clerk to Governors:

Signature: Date:

***Please note:** If you do not wish your details to be held by the Governor Support Service, please contact the Team directly on 01629 535769 or email governor.support@derbyshire.gov.uk

PG1(d)**ELECTION OF PARENT GOVERNOR(S)****NOMINATION FORM****SCHOOL:****NAME:**
(Mr/Mrs/Miss/Ms/other)**ADDRESS:**
.....
.....

I have a child at the school and do not work at the school for more than 500 hours in any consecutive 12-month period and am not an elected member of the Local Authority. I hereby nominate myself for election as a Parent Governor of the school. I understand that, if elected, I will have to provide a declaration of eligibility and 2 items of proof of identity. A personal statement for inclusion in the voting paper is given overleaf.

SIGNED:**SECONDED* BY: NAME:**
(Mr/Mrs/Miss/Ms/other)**ADDRESS:**
.....
.....**SIGNATURE:**

***The seconder must be a parent of a pupil at the school.**

PERSONAL STATEMENT to include:

Why I am interested in being a school governor and what I can bring to the role: *(When completing this section, please include details of generic experience / knowledge / skills you have to offer (these could include professional expertise, community involvement, voluntary work etc). You may also wish to address any specific skills criteria the governing board are looking for as set out in the nomination letter.*

PLEASE PLACE THIS NOMINATION FORM IN A SEALED ENVELOPE MARKED 'NOMINATION FOR PARENT GOVERNOR' RETURN THE ENVELOPE TO THE RETURNING OFFICER BY [TIME] am/pm ON [DATE].

PG2(a)

Dear Parent / Carer

**RE: ELECTION OF PARENT GOVERNOR(S)
VOTING PROCEDURE**

There is/are* [a] vacancy/ies* for [a] Parent Governor(s) on the Governing Board. The following parents have been nominated:

A ballot paper is attached, together with a personal statement from each candidate, where supplied, (****on the back***) (****on the bottom***) of this paper.

To assist you in making an informed choice, the Governing Board is particularly looking the following skills/experience to help improve its effectiveness and address current challenges.

Add here desirable skills / experience decided by your Governing Board

Only the parents / carers of a pupil currently registered at the school may vote.

- place an '**X**' in the column against the name of the person(s) for whom you wish to vote (***one vote for each vacancy***);
- put the completed ballot paper in a blank envelope and seal it;
- **DO NOT SIGN EITHER THE BALLOT PAPER OR THE ENVELOPE**;
- return this voting paper to the school before 12.00 noon on [***date***] (when the election closes).

Voting papers received after this time / date will not be counted.

A ballot box will be available in school. A notice in the school entrance will give the exact location.

The votes will be counted at school immediately after the close of the election in the presence of the candidates, and [***name of Governor***], a Governor of the school.

We shall notify you of the result(s) as soon as possible afterwards.

Yours sincerely

Headteacher
Enc

(*Please delete as applicable)

PG2(b)**ELECTION OF PARENT GOVERNOR(S)****BALLOT FORM****NAME OF SCHOOL:**

THERE IS / ARE* VACANCY(IES)* FOR PARENT GOVERNOR(S)

PLEASE INSERT AN **X** AGAINST THE NAME OF UP TO CANDIDATE(S)**CANDIDATES** (IN ALPHABETICAL ORDER)

NAME	VOTE HERE

Please return this voting paper to the school before **12.00 noon** on [**date**].**PERSONAL STATEMENT(S) SUPPLIED BY CANDIDATE(S)***(* Please delete as applicable)*

PG3

To: Governor Support Service

Copies to: **Clerk to Governors**
All parents to be notified via the school Newsletter**SCHOOL:**

The following parent Governor(s)* has/have* been duly elected by the parents of this school:

NAME	ADDRESS & TELEPHONE NUMBER
1.	
2.	
3.	

The announcement of the result of the election was made on [***date***], which shall be the date of appointment.The above parent Governor(s) replace(s) [*name of Governor(s)*] *who/whose *resigned / *term of office ended on [***date***].

Yours sincerely

Headteacher (Returning Officer)**(*Please delete as applicable)**

SAMPLE LETTER OF APPOINTMENT

Dear

RE: ELECTION OF PARENT GOVERNOR(S)

I am writing to confirm your appointment/election as a Parent Governor on the Governing Board of this school for a period of * years. Your appointment will, therefore, expire on and is subject to a successful enhanced DBS check being carried out.

The Chair of the Governing Board sends his/her good wishes on your appointment.

I will notify Derbyshire County Council, Governor Support Service, of your appointment and they will send you a 'Welcome Pack' and details of training available.

The date of the next Governing Board meeting is on at am/pm at the school. You will be sent an agenda and papers for the meeting at least 7 days in advance.

Yours sincerely

Clerk to the Governors

NOTE:

*** Your Instrument of Government will set out the term of office for Parent Governors. Please insert as appropriate.**

SAMPLE LETTER (UNSUCCESSFUL CANDIDATE(S))

Dear

RE: ELECTION OF PARENT GOVERNOR(S)

I write to inform you that, unfortunately, you were not elected to serve as a Parent Governor of the school in the recent election.

I am very grateful to you, however, for agreeing to stand for election and for your wish to support the work of the school in the role of school Governor.

Yours sincerely

Returning Officer

PROCEDURE FOR COMMENCEMENT OF OFFICE

The nomination process has taken place and the completed forms have been returned.

WHAT IS THE NEXT STEP?

1. **You have TWO vacancies but only receive ONE nomination by the deadline?**

The nominated Parent Governor would take up office with effect from the closing date for the return of the nomination forms subject to proof of eligibility.

The number of Parent Governors required **must** be made up by Parent Governors **appointed** by the Governing Board, please see guidelines.

2. **You have TWO vacancies and you receive TWO new nominations by the deadline?**

The two nominated Parent Governors would take up office with effect from the closing date for the return of the nomination forms subject to successful eligibility.

3. **You have TWO vacancies but you receive THREE nominations?**

Ballot procedure put in place. Two candidates elected according to the number of votes received. Their appointments will take effect from the closing date for the return of the ballot forms subject to successful proof of eligibility.

Staff governor election pack

To be used for staff governor elections

This pack contains:

This pack contains:

- | | |
|---------------|--|
| SG | Guidance on who is eligible to stand and vote on Staff Governor elections. |
| SG1(a) | Sample letter to all eligible staff inviting nominations. |
| SG1(b) | A model information sheet. |
| SG1(c) | Nomination form. |
| SG2(a) | Voting Procedure Letter. |
| SG2(b) | Election of staff Governor Ballot Form. |
| SG3 | Sample letter of appointment to successful candidate(s). |
| SG4 | Sample letter to unsuccessful candidate(s) |

GUIDANCE ON WHO IS ELIGIBLE TO STAND AND VOTE ON STAFF GOVERNOR ELECTIONS

It would be good practice to draw up a list of eligible staff Governors, (teachers and non-teachers), and review this list every time there is a staff Governor vacancy. Remember to either add or delete names as members of staff who join or leave the school.

Who is Eligible?

Please see guidelines 4.1.

NOMINATION LETTER

Dear Colleague

RE: ELECTION OF STAFF GOVERNOR

The Instrument of Government for the school provides for a member of staff to be elected onto the Governing Board and I am writing to invite nominations to fill the vacancy for a staff Governor on the school's Governing Board.

All governors are expected to abide by the adopted Code of Practice.

Please give a statement about yourself on the nomination form. If a ballot is needed this statement will be copied and sent to other members of staff at the school with ballot papers on [date].

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- a. **Ensuring clarity of vision, ethos and strategic direction;**
- b. **Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;** and
- c. **Overseeing the financial performance of the school and making sure its money is well spent.**

For further detailed information on the role of the governor, please see the Governance Handbook and Competency Framework at:

<https://www.gov.uk/government/publications/governance-handbook>

The role of the staff governor is not to represent staff, nor to stand alongside the Headteacher in being held to account by the Governing Board, but to operate as part of the Governing Board to provide strategic leadership and to hold the Headteacher to account.

There is an expectation that on election you will be willing to:

- undertake appropriate induction training
- prepare for and attend all meetings regularly
- be an active member of committees as required
- be willing to undertake further training to develop your skills as necessary.

This Governing Board would particularly welcome nominations from staff with the following skills/experience to help improve its effectiveness and address current challenges.

Add here desirable skills / experience decided by your Governing Board

On the nomination form, candidates may briefly wish to set out:

- evidence of the extent to which you possess the skills and experience the Governing Board desires or at least the capacity and willingness to develop them
- your commitment to undertake training to acquire or develop the skills to be an effective governor
- if seeking re-election, details of your contribution to the work of the Governing Board during your previous term of office, and
- how you plan to contribute to the future work of the Governing Board.

If you wish to submit your name, please read the enclosed information sheet – *Could you be a Staff Governor?* - and complete the attached Nomination form and return it to the school office by [**time**] am/pm on [**date**].

Another member of staff employed at the school must second nominations.

If only one nomination is received, then the person nominated will be duly elected unopposed. If no nominations are received, the position on the Governing Board remains vacant and an election should be held as soon as an eligible candidate is identified.

If it is necessary for a ballot to be held, ballot papers will be sent/given to you on [**date**]. The ballot will be secret and the full result will be published on the staff notice board (and by letter to absent members of the staff and other members of the Governing Board).

All staff members who are employed by either the Governing Board or the local authority under a contract of employment to work at the school and are so employed at the time of the election are eligible to vote. Supply teachers are not eligible to stand or vote.

The Governing Board sets the term of office for all Governors and the start date of the appointment will be from the date of election / appointment. If the member of staff resigns from the school he/she ceases to be a staff Governor and a vacancy occurs.

Yours sincerely

Headteacher

Enc

*** Please delete as appropriate**

SG1(b)

MODEL INFORMATION SHEET

COULD YOU BE A STAFF GOVERNOR?

A Staff Governor is elected by the staff in your school and has:

- ❖ An interest in **all** the children's future
- ❖ A desire to make a difference
- ❖ A willingness to accept responsibility
- ❖ An ability to work in a team and is happy to ask questions, listen and learn
- ❖ The skills to contribute to effective governance and success of the school or at least the capacity and willingness to develop them

and will:

- ❖ Act with integrity, objectivity and honesty in the best interests of the school
- ❖ Work in partnership with the Headteacher to raise standards
- ❖ Work as a team with the Governing Board
- ❖ Share their aims to make a difference in the interest of all our children's future
- ❖ Present the views of the staff on the Governing Board
- ❖ Ensure that colleagues are aware of the decisions of the Governing Board
- ❖ Work with the Headteacher and other staff to assist other Governors' understanding of the working of the school
- ❖ Actively contribute to the work of the Governing Board
- ❖ Abide by the adopted Code of Practice.

Once elected, a Staff Governor must operate in the best interest of all pupils and not as representatives to lobby on behalf of their constituency.

A Staff Governor:

- ❖ Supports the aims of the school
- ❖ Focuses on the three core strategic functions
- ❖ Makes themselves aware of the range of staff opinions???
- ❖ Works co-operatively with other Governors in the best interest of the school
- ❖ Attends the meetings of the Governing Board and its Committees
- ❖ Promotes the interest of the school in the wider community
- ❖ Has an equal right to participate and to state their views whilst respecting the views of others
- ❖ Is loyal to the decisions made by the Governing Board
- ❖ Respects the confidentiality of those items of business that have been designated as confidential, does not disclose what individuals have said or how they have voted
- ❖ Must withdraw from a decision from which he or she or a partner or close relative stands to gain or where he or she is too involved to be objective
- ❖ Has regard to promoting public accountability for the actions and performance of the Governing Board
- ❖ Participates in training

ELECTION OF STAFF GOVERNOR(S)

NOMINATION FORM

SCHOOL:

NAME:
(Mr/Mrs/Miss/Ms/other)

I wish to serve as a Staff Governor and to be a candidate if an election is necessary. I confirm that I am eligible to serve as a school Governor. A personal statement for inclusion in the voting paper is given below.

SECONDED* BY: NAME:
(Mr/Mrs/Miss/Ms/other)

ADDRESS:
.....
.....

SIGNATURE:

*The seconder must be a member of staff at the school other than a supply teacher.

PERSONAL STATEMENT to include:

Why I am interested in being a school governor and what I can bring to the role: *(When completing this section, please include details of generic experience / knowledge / skills you have to offer (these could include professional expertise, community involvement, voluntary work etc). You may also wish to address any specific skills criteria the governing board are looking for as set out in the nomination letter.*

PLEASE PLACE THIS NOMINATION FORM IN A SEALED ENVELOPE MARKED 'NOMINATION FOR STAFF GOVERNOR' RETURN THE ENVELOPE TO THE RETURNING OFFICER BY [TIME] am/pm ON [DATE].

Dear Colleague

RE: ELECTION OF STAFF GOVERNOR(S) – VOTING PROCEDURE

There is a vacancy for a staff Governor on the Governing Board. The following staff member(s) has/have been nominated:

A ballot paper is attached, together with a personal statement from each candidate who supplied one.

Please place an X against one name (maximum one vote per vacancy).

To assist you in making an informed choice, the Governing Board is particularly looking the following skills/experience to help improve its effectiveness and address current challenges.

Add here desirable skills / experience decided by your Governing Board

All staff members who are employed by either the Governing Board or the local authority under a contract of employment to work at the school and are so employed at the time of the election are eligible to vote. Supply teachers are not eligible to vote.

Please insert the completed ballot paper in a blank envelope and seal it. This should be returned to the school office. The name will be checked to ensure eligibility and the unmarked envelope will be placed in the ballot box to await the count.

The closing date for the return of ballot papers is [time] am/pm on [date].

The count will take place at the school immediately following the close of the election at [time] am/pm on [date], and will take place in the presence of the candidates and [name of Governor], a Governor of the school.

The number of votes cast and the names of the successful candidates will be published on the staff notice board and will be recorded in the minutes of the next Governors' meeting. Members of staff who are absent from school and members of the Governing Board, will be notified by letter as soon as possible.

Yours sincerely

Headteacher

Enc

ELECTION OF STAFF GOVERNOR(S)**BALLOT FORM****NAME OF SCHOOL:**

THERE IS/ A VACANCY/* FOR A STAFF GOVERNOR

PLEASE INSERT AN **X** AGAINST THE NAME OF ONLY ONE CANDIDATE**CANDIDATES** (IN ALPHABETICAL ORDER)

NAME	VOTE HERE

Return this voting paper to the school before [**time**] am/pm on [**date**]**PERSONAL STATEMENT(S) SUPPLIED BY CANDIDATE(S)***(photocopy details from nomination form, cut out and stick here)*

SAMPLE LETTER OF SUCCESSFUL CANDIDATE(S)

Dear

RE: Election of Staff Governor

I am writing to confirm your election as a Staff Governor on the Governing Board of this school for a period of years*. Your appointment will, therefore, expire on

The Chair of the Governing Board sends his/her good wishes on your appointment.

I will notify Derbyshire County Council, Governor Support Service of your appointment and they will send you a 'Welcome Pack' and any details of training.

The date of the next meeting is on at am/pm at the school. You will be sent an agenda and papers for the meeting at least 7 days in advance.

Yours sincerely

Clerk to the Governors

***Please insert in accordance with your Instrument of Government**

SAMPLE LETTER OF UNSUCCESSFUL CANDIDATE(S)

Dear

RE: Election of Staff Governor

I write to inform you that, unfortunately, you were not elected to serve as a staff Governor of the school in the recent election.

I am very grateful to you, however, for agreeing to stand for election and for your wish to support the work of the school in the role of school Governor.

Yours sincerely

Returning Officer