

## Parent Governor Election Procedure

1. When a serving parent governor is reaching the end of his/her term of office, the clerk to governors will inform the governing body and headteacher. A timetable for an election is agreed that minimises delay and avoids school holidays.
2. The returning officer will send a letter to all parents notifying them that an election for a parent governor is required and inviting nominations on an enclosed nomination form. The invitation and nomination form will also be placed on the school website. The returning officer will also enclose a sheet setting out the circumstances in which someone is not allowed to serve as a governor. The nomination form will indicate the closing date for nominations, which will be not less than 10 school days from the date of issue. Candidates will be invited to submit a statement in support of their nomination, which should be no longer than 250 words.
3. The governing body carries out a regular skills audit of governors and on occasion, may ask for parents with particular skills/experience to put their name forwards for election. This does not preclude any other member of the parent body from standing for election.
4. Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination.
5. Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the governing body will appoint parent governors to the vacancy or vacancies in accordance with the School Governance (Constitution) (England) Regulations 2012.
6. If there are more nominations than vacancies, a ballot will be conducted. Letters, ballot papers and return envelopes will be sent to all parents. The letters will set out that:
  - All parents of registered pupils are entitled to vote. Depending on the number of vacancies, parents may be asked to vote for more than one candidate. Each parent can submit one ballot form, regardless of the number of children they have attending the school;
  - The closing date and time for receipt of ballot papers, which will be no less than 10 school days;
  - If applicable, the candidates' personal statements will be enclosed
7. A ballot box will be provided in the school reception area, and parents will also be given the option to vote by post. No arrangements will be made for proxy voting.
8. Returned envelopes must be locked away unopened until the closing date.
9. At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and governors will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.

10. In the event of a tie, there should be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.
11. The clerk to governors will inform all candidates individually about the result of the ballot. The clerk will also notify the local authority of the names of successful candidates, stating the period of appointment as set out in the instrument of government.
12. Other parents will be notified of the result via school newsletter and/or website.
13. The ballot papers will be retained securely for six months in case the election result is challenged.

Some schools may be concerned about the confidentiality of voting and might consider using a “double envelope” voting system. These schools may wish to replace steps 7 and 8 with the following:

As and when ballot papers are returned, the returning officer will check the name on each outer envelope for entitlement to vote and make a record of the return of the ballot paper. This should be done in the presence of at least one witness. The inner envelope will then be removed and placed in the ballot box for counting when the ballot closes.

In order to ensure confidentiality, parents will be provided with two envelopes – one unmarked and one printed. They will be asked to enclose the completed ballot paper in the unmarked envelope, then enclose this in the printed envelope, which the voter should complete and sign. This is to allow the returning officer to check eligibility to vote. A ballot box will be provided in the school [reception area/foyer], and parents will also be given the option to vote by post. No arrangements will be made for proxy voting