

PARENT GOVERNORS NOTES

A Definition

1. For the purpose of parent governor elections a registered pupil at the school may have more than two 'parents' who may include:
 - (a) parents (whether or not they have custody of the child)
 - (b) adoptive parents
 - (c) step-parents (if the child is in their actual custody)
 - (d) foster parents
 - (e) guardians
 - (f) anyone else who has actual custody of the child

2. When determining who is to receive nomination papers or who may stand for election none of the above 'parents' may be specifically excluded. However, there is no obligation to track down 'parents' other than those who declare an interest or are already known to the school.

B Nominations

- (a) A copy of the Notice of Election is prepared by the clerk in consultation with the Headteacher and mailed or distributed through pupils to each 'parent' of a child at the school.
- (b) Self-nomination and spouse nominations are permitted.
- (c) All nominations should be seconded by a parent, other than the candidate or his/her spouse, of a child at the school.
- (d) Multiple nominations by a parent are permitted up to the number of vacancies that exist.
- (e) Nominees should be asked to say in about 100 words something about who they are and what they hope to do for the school if elected.
- (f) 'Pupil post' can be used for distributing the centrally produced nomination papers.
- (g) The nomination period should be 10 school days.
- (f) If nominations do not exceed the number of vacancies those nominated should be deemed elected.

C Returning/Presiding Officer

The Headteacher, the clerk or the chair of governors should act as returning/presiding officer. He/she decides on the validity of dubious papers.

D Electoral Method

The 'first past the post' electoral method should be used with candidates, equivalent to the number of vacancies, deemed elected who attract the greatest number of votes.

E Ballot Papers

If there are more nominations than vacancies the Headteacher or clerk should, within 7 school days of the closing date for nominations:

- (a) prepare ballot papers setting out the nominated parents in alphabetical order together with their personal statements.
- (b) taking care that a parent with more than one child in the school receives only one ballot paper, send one ballot paper to each parent by an appropriate means (mail or pupil post).

F Voting

- (a) Each parent shall be entitled to: *one vote per vacancy or one vote* (either).
- (b) Voting must be by secret ballot, the procedures for which should be determined by the Headteacher except insofar as:
 - (i) parents must be afforded the opportunity to vote by post.
 - (ii) a period of 10 school days must be allowed for the return of the ballot paper.

G The Count

The count should be conducted by the Headteacher or his/her nominee and one governor.

In the event of a tie, the matter should be settled by the drawing of lots or tossing of a coin.

H After the Election

Whether or not the election process ends after B or G above, the Headteacher should notify the result of parent elections to parents (including short letters to both successful and unsuccessful candidates) and the clerk to the governors within five school days.

The clerk will write to the successful candidates providing details of the next governing body meeting and any other relevant information.

The clerk will provide details of the successful candidates to the School Support Service at Central Bedfordshire Council, Room 525, Borough Hall, Cauldwell Street, Bedford, MK42 9AP.

If, after the election a vacancy/vacancies for parent governors still exist, the clerk to the governors should be notified and asked to arrange for an item to be placed on the next agenda for the next ordinary meeting of the governing body at which it should consider whether:

- (i) to appoint a parent governor from parents with children at the school
- (ii) to appoint a parent governor with a child of statutory school age but not at the school.

I Disputes

In the event of a dispute arising out of the above procedure, the decision of the Director of Children, Families and Learning shall be final and conclusive.

J Non-receipt of Nomination for Ballot Forms

The fact that a parent has not received a nomination or ballot paper shall not invalidate the election of a parent governor so long as the Director of Children, Families and Learning is satisfied that proper arrangements have been made by the Headteacher for the forwarding of necessary papers to that parent.

NOMINATION FORM FOR PARENT GOVERNOR

Every term governing bodies meet to support the work of schools. Each governing body is made up of parents, staff and other members of the community who, together with the head, are responsible for a wide range of matters affecting the life of the school and the work of pupils.

An election of parent governors for the Governing Body of the School which your son/ daughter attends will be held in about a fortnight's time. If you would like to be a candidate or to put forward the name of another parent who is willing to stand, please complete the nomination paper below. If you wish to nominate more than one parent, additional nomination papers are available from the Head. It is in order to propose yourself or to get your partner to do so. All nominations must be seconded by a parent, other than the candidate or the proposer, of a pupil at the school. Candidates are also asked to make themselves known to other parents by saying a few words, on the back of the nomination paper or in a separate letter, something about themselves and what they would hope to do for the School if elected. When completed, the nomination paper should be returned to the Head within ten school days.

..... School (please insert name of school)

1 NAME OF CANDIDATE:

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ADDRESS OF CANDIDATE:

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NAME(S) OF CHILD(REN) OF CANDIDATE:

AGE(S)

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SIGNATURE OF CANDIDATE:

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2 NAME OF PROPOSER:

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(**NB** - can be self, partner or a parent of another child at the school)

NAME(S) OF CHILD(REN) OF PROPOSER:

AGE(S)

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3 NAME OF SECONDER:

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(**NB** - Must be a parent, other than the candidate or the proposer, of another child at the school)

NAME(S) OF CHILD(REN) OF SECONDER:

AGE(S)

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On the back of this form or in a separate letter, in about **100 words**, the candidate should say something about himself/herself and what he/she hopes to do for the School, if elected. If insufficient parents are nominated for election the Governing Body is required under the 2002 Education Act to appoint, without election, parent governors from parents with children at the School or, failing that, from parents with children of compulsory school age at another school(s).