

**Bolton Elected Governor Guidelines**

**For use by maintained community, community special, community nursery and voluntary controlled schools.**

**- Model Letters & Form Templates**

To be used in conjunction with the full guidance document as published by Bolton Council. This can be gained by contacting the Bolton Governance Services Team.

**January 2019**

**Appendix 1**

**MODEL LETTER 1 - PARENT GOVERNOR NOMINATION**

Dear Parent/Carer

**Governing Board of \_\_\_\_\_\_\_\_\_\_\_\_ School**

**Parent Governor Election - Nominations**

I am writing to let you know that a vacancy has now arisen for \_\_ parent governor(s) to serve on the Governing Board.

 **Or**

I am writing to let you know that the terms of office of the serving parent governor(s) expire(s) on \_\_\_\_\_\_ and there will be \_\_\_ positions available to serve on the Governing Board.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the Governing Board team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of the Governing Board is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately.

Governors also have a number of opportunities to access training or development to develop and enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the Governing Board. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the school or Governing Board without prior consent from the Governing Board.

The Governing Board welcomes nominations from individuals with the following skills or experience:

**\*** governance experience / data analysis / finance management / human resource management / local community knowledge / community services / premises & buildings management / commercial / special needs awareness / health and safety / leadership and management / marketing and PR

**(\*suggestions, delete as appropriate)**

Further information about the commitment and role of a governor can be gained by visiting the school website and/or the LA Governance Services website at [www.boltongovernanceservices.org.uk](http://www.boltongovernanceservices.org.uk)

I am therefore inviting you to consider standing in the election to become a parent governor. Before completing the attached nomination form, please remember that:

(a) a person nominated must be a parent/carer of a pupil registered at the school;

(b) a person nominated must sign the form to show that he/she is willing to be a governor;

(c) a parent/carer cannot stand for election if they work at the school for more than 500 hours in a twelve-month period or if they are an elected member of the local authority;

(d) a person nominated should complete the enclosed declaration of eligibility form and sign to say that they are not disqualified from being a governor;

(e) every eligible parent is entitled to vote in a ballot process;

(f) the term of office for a parent governor shall be 4 Years; **(amend if less on Instrument of Government)**

(g) all nominations must be returned to the school by **4.00 p.m. on** **\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Following receipt of all nominations by the stated closing date and time, if there are the same numbers of nominations as positions available, those parents will be duly elected. If, however there are more nominations than positions available, a secret ballot will be held. Therefore, all nominees are asked to provide a personal statement about themselves to assist with the voting process.

All newly elected and re-elected governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form. Following election, the school will undertake a Disqualification and Barring Service (DBS) check if the successful candidate does not already hold a valid enhanced DBS certificate.

If you are considering standing in the election and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me.

Yours sincerely

**Head Teacher**

**##### SCHOOL**

**NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR**

Name of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone and Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the parent/carer of a child at the­­­­­­­­­School and I am willing to serve as a Governor if elected. I understand the commitment involved and will endeavour to attend training to assist me in the role.

I have read the Declaration of Eligibility and can confirm that to the best of my knowledge am not disqualified from election as a governor.

Signature of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL STATEMENT**

|  |
| --- |
| My Skills and Experience: *(up to 100 words)* |
| My Contribution to the Governing Board to date has been: *(for governors seeking re-election – up to 100 words)* |
| My contribution to the future work of the Governing Board may include: *(up to 100 words)* |

**PLEASE RETURN THIS COMPLETED FORM TO THE HEAD TEACHER BEFORE**

**4.00 P.M. ON ####**

**Appendix 2**

**MODEL BALLOT LETTER 2 - PARENT GOVERNOR BALLOT**

Dear Parent/Carer

**Governing Board of \_\_\_\_\_\_\_\_\_\_\_\_ School**

**Parent Governor Election - Ballot**

As you may be aware, I wrote to all parents and carers recently regarding the parent governor election and invited nominations for the position(s) to be returned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following nominations have been received and are listed below:

**NAMES**

As the number of nominations received exceeds the number of vacancies, it is now necessary to hold a ballot for which a ballot paper is enclosed. Also enclosed is a copy of a statement from each candidate (where this has been received) to assist you in the voting process.

**How to Vote**

* On the ballot paper place an X in the right hand column against the candidate(s) of your choice. No other distinguishing marks of any kind should be made on the ballot paper, or it could be declared void.
* As there is one parent governor post available, you may only vote for one candidate.

**Or**

* As there are \_\_\_\_ parent governor posts available, you may vote for \_\_ different candidates. You may not vote twice for one candidate.
* Only parents/carers of registered pupils at the school are eligible to vote.
* Each parent/carer is entitled to complete one ballot paper irrespective of the number of children at the school.
* Please return your completed ballot paper by post or, if you prefer, with your child by **4.00 pm** on **\_\_\_\_\_\_\_\_\_\_\_\_\_**. Any ballot papers received after this time will be declared void.

The parent(s) with the highest number of votes will be declared elected. In the case of a tie, a coin will be tossed by the Head Teacher to determine the result.

If you require any assistance with this process, please do not hesitate to contact me

Yours sincerely

**The Head Teacher**

**##### School**

**Parent Governor Election**

**BALLOT PAPER**

There is one vacancy for a Parent Governor to be elected to serve on the Governing Board of #### School.

Each parent may only vote for one candidate listed below.

**Or**

There are ### vacancies for Parent Governors to be elected to serve on the Governing Board of #### School.

Each parent may vote for **###** of the candidates listed below. You may not vote twice for one candidate.

Vote by placing an **X** in the right hand column opposite the name of the candidate(s) of your choice. No other distinguishing marks of any kind should be made on the ballot paper, or it could be declared void.

|  |  |  |
| --- | --- | --- |
| **CANDIDATE** | **STATEMENT** | **VOTE** |
| **(Name)** |  |  |
| **(Name)** |  |  |
| **(Name)** |  |  |
| **(Name)** |  |  |

**Completed ballot papers must be returned no later than 4.00 pm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the**

**Head Teacher. Any ballot papers received after this time will be declared void.**

**Appendix 3**

**MODEL LETTER 1 – STAFF GOVERNOR NOMINATION**

Dear Colleague

**Governing Board of \_\_\_\_\_\_\_\_\_\_\_\_ School**

**Staff Governor Election - Nominations**

I am writing to let you know that a vacancy has now arisen for a staff governor to serve on the Governing Board.

 **Or**

I am writing to let you know that the terms of office of the serving staff governor expires on \_\_\_\_\_\_ and therefore there will be a position available to serve on the Governing Board.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the Governing Board team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the school.

The prime focus of the Governing Board is to develop the strategic direction of the school, be accountable to stakeholders and to ensure that financial resources are spent appropriately.

Governors also have a number of opportunities to access training or development to develop and enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the Governing Board. Once elected, the staff governor is a representative member of staff but not a delegate. This means they are not expected to report back to other staff members on any matters relating to the school or Governing Board without prior consent from the Governing Board.

The Governing Board welcomes nominations from individuals with the following skills or experience:

**\*** governance experience / data analysis / finance management / human resource management / local community knowledge / community services / premises & buildings management / commercial / special needs awareness / health and safety / leadership and management / marketing and PR

**(\*suggestions, delete as appropriate)**

Further information about the commitment and role of a governor can be gained by visiting the school website and/or the LA Governance Services website at [www.boltongovernanceservices.org.uk](http://www.boltongovernanceservices.org.uk)

I am therefore inviting you to consider standing in the election to become a staff governor. Before completing the attached nomination form, please remember that:

(a) the person nominated must be paid to work at the school;

(b) a person nominated must sign the form to show that he/she is willing to be a governor;

(c) a person nominated should complete the enclosed declaration of eligibility form and sign to say that they are not disqualified from being a governor;

(d) every member of staff is entitled to vote in a ballot process;

(e) the term of office for a staff governor shall be 4 Years; **(amend if less on Instrument of Government)**

(f) all nominations must be returned to the school by **4.00 p.m. on** **\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Following receipt of all nominations by the stated closing date and time, if there is only one nomination received, that member of staff will be duly elected. If, however there are two nominations or more, a secret ballot will be held. Therefore, all nominees are asked to provide a personal statement about themselves to assist with the voting process.

All newly elected and re-elected governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form.

If you are considering standing in the election and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me.

Yours sincerely

**Head Teacher**

**##### SCHOOL**

**NOMINATION FORM FOR ELECTION OF STAFF GOVERNOR**

Name of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone and Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am a member of staff paid to work at the School and I am willing to serve as a Governor if elected. I understand the commitment involved and will endeavour to attend training to assist me in the role.

I have read the Declaration of Eligibility and can confirm that to the best of my knowledge am not disqualified from election as a governor.

Signature of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL STATEMENT**

|  |
| --- |
| My Skills and Experience: *(up to 100 words)* |
| My Contribution to the Governing Board to date has been: *(for governors seeking re-election – up to 100 words)* |
| My contribution to the future work of the Governing Board may include: *(up to 100 words)* |

**PLEASE RETURN THIS COMPLETED FORM TO THE HEAD TEACHER BEFORE**

**4.00 P.M. ON ####**

**Appendix 4**

**MODEL BALLOT LETTER 2 - STAFF GOVERNOR BALLOT**

Dear Colleague

**Governing Board of \_\_\_\_\_\_\_\_\_\_\_\_ School**

**Staff Governor Election - Ballot**

As you may be aware, I wrote to all members of staff recently regarding the staff governor election and invited nominations for the position to be returned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following nominations have been received and are listed below:

**NAMES**

As the number of nominations received exceeds the number of vacancies, it is now necessary to hold a ballot for which a ballot paper is enclosed. Also enclosed is a copy of a statement from each candidate (where this has been received) to assist you in the voting process.

**How to Vote**

* On the ballot paper place an X in the right hand column against the candidate(s) of your choice. No other distinguishing marks of any kind should be made on the ballot paper, or it could be declared void.
* As there is one staff governor post available, you may only vote for one candidate.
* Only members of staff paid to work at the school are eligible to vote.
* Please return your completed ballot paper by **4.00 pm** on **\_\_\_\_\_\_\_\_\_\_\_\_\_**. Any ballot papers received after this time will be declared void.

The member of staff with the highest number of votes will be declared elected. In the case of a tie, a coin will be tossed by the Head Teacher to decide the result.

If you require any assistance with this process, please do not hesitate to contact me

Yours sincerely

**The Head Teacher**

**##### School**

**Staff Governor Election**

**BALLOT PAPER**

There is a vacancy for a staff governor to be elected to serve on the Governing Board of #### School.

Each member of staff may only vote for one candidate listed below.

Vote by placing an **X** in the right hand column opposite the name of the candidate(s) of your choice. No other distinguishing marks of any kind should be made on the ballot paper, or it could be declared void.

|  |  |  |
| --- | --- | --- |
| **CANDIDATE** | **STATEMENT** | **VOTE** |
| **(Name)** |  |  |
| **(Name)** |  |  |
| **(Name)** |  |  |
| **(Name)** |  |  |

**Completed ballot papers must be returned no later than 4.00 pm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the**

**Head Teacher. Any ballot papers received after this time will be declared void.**

**Appendix 5**

Declaration of Eligibility & Privacy Consent Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  | **Surname:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  | **Postcode:** |  |
| **Contact Number:** |  | **Email:** |  |

|  |
| --- |
| **1. Appointment Details** |

**Governor Position:**

|  |  |  |
| --- | --- | --- |
| Parent Governor |  |  (Please check as appropriate) |
| Co-opted Governor |  |  |
| Authority Governor |  |  |
| Foundation Governor (PCC) |  |  |
| Foundation Governor (Diocesan) |  |  |
| Foundation Trust Governor |  |  |
| Foundation Ex-Officio Governor |  |  |
| Staff Governor |  |  |
| Head Teacher Governor |  |  |

|  |  |  |
| --- | --- | --- |
| **Governing Board:** |  |  |

|  |
| --- |
| **2. Declaration** |

* In accordance with the governor qualifications and disqualifications as per the School Governance (Constitution) (England) Regulations 2012 - Schedule 6
* **I declare that:**
* **I am** aged 18 or over at the date on this form;
* **I do not** already hold a governorship of the same school;
* **I am not** disqualified on grounds of non-attendance at governing body meetings;
* **I am not** subject of a bankruptcy restrictions order, an interim bankruptcy restriction order, a debt relief restrictions order or an interim debt relief restrictions order, **nor is** my estate subject to a sequestration order, **nor am I** subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, Part 2 of the Companies (Northern Ireland) Order 1989, the Company Directors Disqualification (Northern Ireland) Order 2002 or under section 429(2)(b) of the Insolvency Act 1986;
* **I have not** been removed from the office of trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity **nor**, under section 34 of the Charities and Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
* **I am not** included in the list kept under S.1 of the Protection of Children Act 1999 of persons considered as unsuitable to work with children and young people; **nor am I** subject to a direction under S.142 of the Education Act 2002; **nor** **am I** disqualified from working with children under S.28 and S.29 of the Criminal Justice and Court Services Act 2000; **nor am I** disqualified from registration for child minding or providing day care; **nor am I** disqualified from registration under Part 3 of the Childcare Act 2006;
* **I have not**, in the five years prior to or since becoming a governor, been convicted in the U.K. or elsewhere of an offence and received a sentence of imprisonment, suspended or not, for a period of three months or more without the option of a fine;
* **I have not**, in the twenty years prior to becoming a governor, been convicted in the U.K. or elsewhere of an offence and received a sentence of imprisonment for a period of two and a half years or more;
* **I have not**, at any time, prior to becoming a governor, been convicted in the U.K. or elsewhere of an offence and received a sentence of imprisonment for a period of five years or more;
* **I have not,** in the five years prior to or since becoming a governor, been convicted and fined for an offence of nuisance and disturbance on school premises.
* **I agree**, that my appointment or election as a school governor is subject to an enhanced criminal record Disclosure and Barring Service (DBS) and Section 128 check.
* **I agree**, that the information I have supplied in this form will be held by the Governance Services Team at Bolton Council in accordance with their Privacy Notice. A copy of this may be viewed via the following link: [www.bolton.gov.uk/data-protection-freedom-information/ptivacy-notices/1](http://www.bolton.gov.uk/data-protection-freedom-information/ptivacy-notices/1)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**After completion please return this form with your nomination to the School office.**