

Bolton Elected Governor Guidelines

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

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Important Note

Any reference to “school” within this document also refers to pupil referral units unless clearly stated. Any reference to “governor” should also be read to refer to management committee members of pupil referral units (PRU) unless clearly stated.

This guidance is for maintained community, community special, community nursery and voluntary controlled schools only. Voluntary aided, foundation, foundation special and non-maintained schools, including academies and free schools are free to establish their own procedures but may use or adapt this guidance, should they wish.

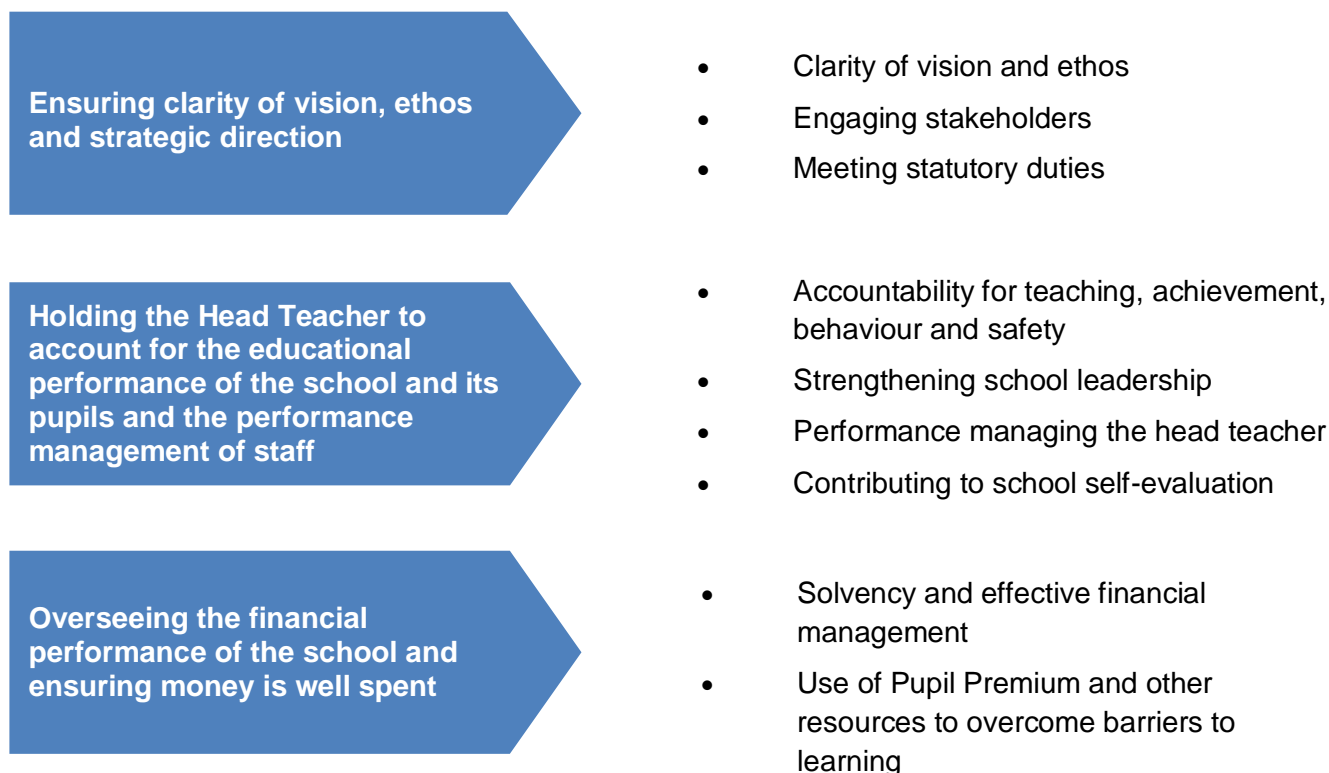
If you have any queries regarding this guidance, please speak to your clerk to governors in the first instance or contact John Ashworth, Governance Services Manager directly on 01204 338603 or via email at john.ashworth@bolton.gov.uk.

1. Introduction

Being 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. The following diagram explains the three core functions of Governing Boards in further detail:



There are various positions available on governing boards, and how governors are appointed or elected is dependent on the body that they represent.

All maintained schools have an Instrument of Government which sets out the constitutional arrangements, including categories and numbers of governors, for the Governing Board. Representation on the Governing Board is therefore dependent on the school's Instrument of Government.

The School Governance (Constitution) Regulations 2012 and subsequent 2014 amendments, detail the different categories of governors and how they are appointed or elected in maintained schools. Academies and free schools do not follow these regulations and instead have their own articles of association which vary from each academy trust.

Parent and Staff Governors are represented on governing boards by a process of election. The Local Authority delegates the responsibility to the Head Teacher of community and voluntary controlled schools to manage the election process following procedures set by the Local Authority, in accordance with regulations.

A key consideration in the appointment and election of all new governors should be the skills and experience the Governing Board needs to be effective. Governing boards should therefore use a skills audit to identify any specific gaps that need to be filled in the skills, knowledge and experience of existing governors.

Before being nominated for election or appointment, all prospective governors should be helped to understand the role of a governor and the governing boards' code of conduct. Governing boards and local authorities should take steps to inform governor elections so that the electorate understands the extent to which nominated candidates possess the skills the Governing Board ideally requires.

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 Board's expectations, circumstances and ideal requirements.

Any question of eligibility to participate in the election procedures, or any other matter not covered by the guidelines, is to be determined by the Local Authority in respect of maintained community and voluntary controlled schools. If there are any general issues arising from these guidelines, or if you have a specific matter you would like to discuss, please contact John Ashworth, LA Governance Services Manager on 01204 338603 or via email at john.ashworth@bolton.gov.uk.

Voluntary aided schools and non-maintained school including academies and free schools are free to establish their own procedures if they so wish; however, these too must follow regulation or individual articles of association as appropriate. Many voluntary aided schools, academies and free schools choose to follow the procedure set by the local authority.

2. Parent Governor Elections

2.1 Introduction and Eligibility

Regulation 4 of the School Governance (Constitution) Regulations 2012 defines a parent governor as "a person who is elected as a governor by parents of registered pupils at the school and is such a parent at the time of election". Schools must not restrict eligibility to nominate, vote or otherwise participate in parent governor elections, to parents holding parental responsibility. Under the School Governance (Constitution) (England) Regulations 2012, 'parent' includes not just those with parental responsibility but biological parents and anyone who cares for a child.

In **maintained nursery schools** "parents of registered pupils at the school, or parents of children 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 the Education Act 2002) and is such a parent at the time of election" are eligible to stand for election as a parent governor. This includes provision of community facilities or services (e.g. health services, childcare, adult education) which will benefit pupils, their families or people working or living in the locality of the school.

Elected members of the Local Authority are not eligible to be elected or appointed as a parent governor.

Staff who are paid to work at the school for more than 500 hours in any 12 month period starting on 1st August and finishing on 31st July are not eligible to be parent governors, either through election or by appointment by the Governing Board. They can however vote in parent elections.

2.2 Definition of 'Parent' and parental responsibly.

The guidance below has been extracted from the DfE guidance "Understanding and dealing with issues relating to parental responsibility" published on 3 September 2018.

It's important that schools and local authorities are aware that parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. For the purposes of education law, the department considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

What is parental responsibility?

In cases where a person is not the biological parent of a child, does not have 'parental responsibility' for that child and that child no longer lives with them, it's unlikely that they will

be recognised as a 'parent'. Any disputes about whether a person is a child's 'parent' within the meaning of section 576 Education Act 1996, are for the courts to decide. In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent has in relation to the child.

A person with parental responsibility can make decisions about the child's upbringing and is entitled to information about their child. For example, they can give consent to the child's medical treatment and make decisions about the child's education. They also have the right to receive information about their child's health and education. There are specific examples within the guidance

Who has parental responsibility?

A child's birth mother (the person who carried the child) has parental responsibility unless it's removed by an adoption order or a parental order following surrogacy.

Where a child's father and mother were married to each other at the time of the child's birth, they each have parental responsibility for the child. Where the parents were not married to each other at that time, the child's father can gain parental responsibility:

- by registering the child's birth jointly with the mother
- by subsequently marrying the child's mother
- through a 'parental responsibility agreement' between him and the child's mother which is registered with the court
- by obtaining a court order for parental responsibility

Where two female parents have a child through fertility treatment, the mother's female partner is treated in the same way as a father. She has parental responsibility if she is married to or in a civil partnership with the mother at the time of the treatment (or if the two women agree in writing that she will be the child's second parent). She can also acquire parental responsibility in the same way that a child's father can.

People who are not the child's biological mother, father or second female parent can also acquire parental responsibility. Civil partners have parallel rights to married people in terms of parental responsibility. The same provisions for married people apply to them in terms of:

- acquiring parental responsibility - adoption, agreement with their civil partner or by an order from the court
- holding parental responsibility

Other ways to acquire parental responsibility

Parental responsibility can be acquired in other ways:

- adoption - only the adoptive parents will hold parental responsibility
- when a child is placed with prospective adopters, they get parental responsibility for the child along with others holding parental responsibility, such as the local authority
- obtaining a parental order following surrogacy
- in the case of step-parents, through agreement with the child's mother - and other parent if that person also has parental responsibility for the child - or as the result of a court order
- being granted a child arrangements order determining that the child should live with him or her, or if the court determines that a parent should only spend time with the child, the court may also decide to grant parental responsibility
- being appointed a guardian or special guardian

- being named in an emergency protection order - although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare

A local authority can also acquire parental responsibility, if it's named in the care order for a child.

More than one person, and even several people, can hold and exercise parental responsibility for a child. The parental responsibility of one party does not necessarily stop simply because another person is also given it, although this can happen. Therefore, in some cases, several people may exercise parental responsibility on behalf of a child.

Although parental responsibility is not given to a foster parent or key worker in residential care, it's essential that schools engage and work with these individuals, who are often the most influential and important people in the child's life. How a school engages with social workers and the birth parents of the child in each case needs to be defined locally, but it's an essential part of supporting the child's school and care environment. Under the School Governance (Constitution) (England) Regulations 2012, 'parent' includes not just those with parental responsibility but biological parents and anyone who cares for a child.

2.3 Definition of Registered Pupil

The term "registered pupils" includes all children on the school register, so that, for example, the parents of pupils attending nursery units or special units attached to primary schools are eligible to participate in the election of parent governors.

2.4 Secret Ballot

Parent governors must be elected by a postal ballot (i.e. not by show of hands). The postal ballot may include delivery by hand (pupil post).

The election must be organised by the school and not by a Parents Association, although nominations may come from such a body.

Schools may arrange for parents to have the opportunity to vote by electronic means.

2.5 Election Procedure

The suggested timetable set out in the following procedure may be shortened should circumstances make this necessary. However, it is essential that all parents should be given a reasonable opportunity to participate at each stage of the process.

Nomination Process

1. Within 28 days of a vacancy occurring, the Head Teacher should send a letter to parents of each child in the school. (**Model Letter - Appendix 1**) In maintained nursery schools, this includes parents of a child for whom educational or other provision is made at the nursery school e.g. provision of community facilities or services (e.g. health services, childcare, adult education) which will benefit pupils, their families or people working or living in the locality of the school. The letter should:
 - i) Specify the term of office of the parent governor category and fix a closing date for receipt of the nomination. The deadline for receipt of nominations by the Head Teacher should be no less than 7 days and normally be 4.00 pm on the 10th day after notification of election.
 - ii) Inform parents of the eligibility criteria for school governors - it is important at this stage, in order to avoid any potential for later embarrassment and delay,

- to inform candidates of the requirement to sign a Pre-Appointment Declaration of Eligibility form to confirm eligibility prior to putting themselves forward for election (**Declaration Form - Appendix 5**)
- iii) Signpost potential candidates to information about the role of a governor, functions of the Governing Board and support available to governors. (either through the school's website or LA Governance Services website– www.boltongovernanceservices.org.uk)
 - iv) Signpost to or indicate the expectations of governors in terms of attendance at meetings and training.
 - v) Identify any skills or experience which would be desirable in a new governor
2. A nomination shall not be valid unless the nominee has signed the nomination form and declared eligibility to be a governor.
 3. Nominees should be invited to supply, with the nomination, a personal statement for circulation to parents in the event of a ballot. The statement may include:
 - i) evidence of the skills and experience the Governing Board desires,
 - ii) a commitment to undertake training and acceptance of the expectations of the Governing Board,
 - iii) if seeking re-election, details of their contribution to the work of the Governing Board,
 - iv) how they plan to contribute to the future work of the Governing Board.
 4. If, following the nomination process, there are *not* more nominations than vacancies a letter should be sent to all parents notifying them of the name of the person(s) elected unopposed. The completed Pre-Appointment Declaration of Eligibility form for the successful candidate(s) should be submitted to the Governance Services Team and a DBS (Disclosure and Barring Service) check must be undertaken by the school within 21 days of election.

Secret Ballot Process

5. If there are more nominations than vacancies a ballot must be held. The Head Teacher will prepare a ballot paper listing the candidates, and where submitted, a personal statement included by each of the candidates. Ballot papers will be distributed to all parents eligible to vote. (**Model Ballot Letter and Form - Appendix 2**) Ballot papers must be returned to the Head Teacher and should contain a closing date and time, not later than 28 days from the closing date for nominations. Each parent eligible to vote shall have as many votes as there are vacancies, irrespective of the number of children in the family attending the school.

NB Voting must be by secret ballot by post (not at a meeting of parents). Every parent who is entitled to vote in the election must vote by post or, if they prefer, return their ballot paper to school through a registered pupil at the school. It is suggested that ballot papers could be returned to a specified secure central point in the school over the 28 day period.

6. The Head Teacher should ensure that the system used for the secret ballot should safeguard against duplicate voting or by those not eligible to vote. The following suggested systems could be used:
 - i) A double enveloped system, whereby the ballot paper is sealed in a primary envelope which is then placed in a secondary envelope with the voter's name written on it. On receipt of the ballot paper the Head Teacher can check the name on the outer envelope for entitlement to vote and note the return of the

ballot paper. The inner envelope containing the ballot paper shall then be placed in safe custody ready for the count.

- ii) A numbered ballot paper system, whereby each ballot paper is individually numbered, using an automatic numbering machine for example. This should not be used to identify the voter but to safeguard against duplicate forms.
- iii) A watermarked ballot paper system, whereby special paper is used which can not be easily duplicated.
- iv) If the school has facilities to offer persons entitled to vote the ability to vote by electronic means, it may do so. The system used must ensure one vote per eligible voter is received and the votes and that the ballot remains secret. The process and system used should be agreed by the Governing Board.

Ballot Count and Outcome

7. Following the return of ballot papers by the specified date, the candidates (or their representatives) should be invited to attend the count when the parent(s) with the highest number of votes will be declared elected. If there remains a tie after a recount, a coin will be tossed by the Head Teacher in the presence of the candidates to decide the result.
8. The names of the person(s) elected will be notified to all parents and to the Governance Services Team, together with the completed Pre-Appointment Declaration of Eligibility form. (**Declaration Form - Appendix 5**) The Director of People Services will be the final arbitrator in any dispute either on the eligibility of candidates, conduct of the election, outcome of the election or any other matters concerned with the election.
9. The person elected can take up office pending satisfactory completion of the pre-appointment check and can attend Governing Board meetings. If, subsequently, grounds for disqualification come to light, whether from the pre-appointment check or otherwise, the appointment will be automatically terminated.
10. Governing boards are to ensure that all newly appointed or elected governors apply for a Disqualification and Barring Service (DBS) check to be undertaken within **21 days** after his or her appointment, if they do not already hold an enhanced DBS certificate.

2.6 Term of Office

The standard term of office for a governor is normally 4 years and applies for all categories of governors, other than ex-officio governors. The term of office can be for between a minimum of 1 year and a maximum of 4 years: if it less than 4 years, this will be set out in the Instrument of Government. The term of office can be varied for categories of governors but not for individual governors. Schools should specify the term of office at the nomination stage of the election procedure.

Tenure of office is subject to resignation, disqualification or suspension from office. Where a vacancy occurs, the replacement governor serves for the **full** term for that category of governor, not for the remaining period of office for the position vacated.

A parent governor is not required to cease to hold office when his or her child leaves the school, however, they have the right to resign if they so wish.

3. Staff Governor Elections

3.1 Introduction and Eligibility

Under the School Governance (Constitution) Regulations 2012 and subsequent amendments, there is only one position for Staff Governor. Any members of staff who are employed by either the Governing Board or the local authority under a contract of employment to work at the school, are eligible to stand for election and to vote.

Members of staff may be appointed by the Governing Board as co-opted governors; however, the total number of co-opted governors who are also eligible to be elected as staff governors, when counted with the staff governor and head teacher position, must not exceed one third of the total membership of the Governing Board.

The head teacher is automatically an ex-officio member and has their own category of governor and therefore does not count as part of the staff category. If the head teacher decides not to be a governor, he or she must inform the clerk to the governors in writing. The head teacher's category remains reserved for them and cannot be taken by any other person.

Examples of the categories of staff who could be eligible in addition to teachers include nursery nurses, special needs assistants, classroom assistants, clerical/administrative staff, site supervisor and school meals welfare assistants. Direct Services Organisations staff (school meals, cleaners, grounds maintenance) could also be considered as eligible as long as they are paid to work at the school.

Staff who are eligible for election as staff governors **are not** eligible to serve as authority governors at their school.

3.2 Definition of Staff Governor

Regulation 7 of the School Governance (Constitution) Regulations 2012 defines a staff governor as:

- “a person who is elected by persons who are employed by either the Governing Board other local authority under a contract of employment providing for those persons to work at the school, and...”
- “...is so employed at the time of election”

3.3 Secret ballot

A staff governor must be elected by secret ballot (i.e. not by show of hands) and the election must be organised by the school, not by professional associations.

3.4 Election Procedure

The suggested timetable set out in the following procedure may be shortened should circumstances make this necessary. However, it is essential that all members of staff be given a reasonable opportunity to participate at each stage of the process.

Nomination Process

1. Within 28 days of a vacancy occurring all staff employed in the school will be informed of the election by the head teacher using whatever means are available (e.g. staff

bulletin, staff meetings, staffroom notice boards, letter if appropriate). (**Model Letter - Appendix 3**) The information should:

- i) Specify the term of office of the staff governor category and fix a closing date for receipt of the nomination. The deadline for receipt of nominations by the Head Teacher should be no less than 7 days and normally be 4.00 pm on the 10th day after notification of election.
 - ii) Inform staff of the eligibility criteria for school governors - it is important at this stage, in order to avoid any potential for later embarrassment and delay, to inform candidates of the requirement to sign a Pre-Appointment Declaration of Eligibility form to confirm eligibility prior to putting themselves forward for election (**Declaration Form - Appendix 5**)
 - iii) Signpost potential candidates to information about the role of a governor, functions of the Governing Board and support available to governors. (either through the school's website or LA Governance Services website – www.boltongovernanceservices.org.uk)
 - iv) Signpost to or indicate the expectations of governors in terms of attendance at meetings and training.
 - v) Identify any skills or experience which would be desirable in a new governor
2. A nomination shall not be valid unless the nominee has signed the nomination form and declared eligibility to be a governor.
 3. Nominees should be invited to supply, with the nomination, a personal statement for circulation to staff in the event of a ballot. The statement may include:
 - i) evidence of the skills and experience the Governing Board desires,
 - ii) a commitment to undertake training and acceptance of the expectations of the Governing Board,
 - iii) if seeking re-election, details of their contribution to the work of the Governing Board,
 - iv) how they plan to contribute to the future work of the Governing Board.
 4. If, following the nomination process, there has only been one nomination, that member of staff is duly elected and the outcome should be sent to all staff notifying them of the name of the person elected unopposed. The completed Pre-Appointment Declaration of Eligibility form for the successful candidate should be submitted to the LA Governance Services Team.

Secret Ballot Process

5. If there are more nominations than vacancies a ballot must be held. The Head Teacher will prepare a ballot paper listing the candidates, and where submitted, a personal statement included by each of the candidates. Ballot papers will be distributed to all members of staff eligible to vote. (**Model Ballot Letter and Form - Appendix 4**) Ballot papers must be returned to the Head Teacher and should contain a closing date and time, not later than 28 days from the closing date for nominations. Each eligible member of staff eligible shall only have one vote.

NB Voting must be by secret ballot. Every member of staff who is entitled to vote in the election must return their ballot paper to a specified secure central point in the school over the 28 day period.

6. The Head Teacher should ensure that the system used for the secret ballot should safeguard against duplicate voting or by those not eligible to vote. The following suggested systems could be used:

- i) A double enveloped system, whereby the ballot paper is sealed in a primary envelope which is then placed in a secondary envelope with the voter's name written on it. On receipt of the ballot paper the Head Teacher can check the name on the outer envelope for entitlement to vote and note the return of the ballot paper. The inner envelope containing the ballot paper shall then be placed in safe custody ready for the count.
- ii) A numbered ballot paper system, whereby each ballot paper is individually numbered, using an automatic numbering machine for example. This should not be used to identify the voter but to safeguard against duplicate forms.
- iii) A watermarked ballot paper system, whereby special paper is used which can not be easily duplicated.
- iv) If the school has facilities to offer persons entitled to vote the ability to vote by electronic means, it may do so. The system used must ensure one vote per eligible voter is received and the votes and that the ballot remains secret. The process and system used should be agreed by the Governing Board.

Ballot Count and Outcome

- 7. Following the return of ballot papers by the specified date, the candidates (or their representatives) should be invited to attend the count when the member of staff with the highest number of votes will be declared elected. If there remains a tie after a recount, a coin will be tossed by the Head Teacher in the presence of the candidates to decide the result.
- 8. The names of the person(s) elected will be notified to all members of staff and to the Governance Services Team, together with the completed Pre-Appointment Declaration of Eligibility form. **(Declaration Form - Appendix 5)** The Director of People Services will be the final arbitrator in any dispute either on the eligibility of candidates, conduct of the election, outcome of the election or any other matters concerned with the election.
- 9. The person elected can take up office pending satisfactory completion of the pre-appointment check and can attend Governing Board meetings. If, subsequently, grounds for disqualification come to light, whether from the pre-appointment check or otherwise, the appointment will be automatically terminated.

3.5 Term of Office

The standard term of office for a governor is normally 4 years and applies for all categories of governors, other than ex-officio governors. The term of office can be for between a minimum of 1 year and a maximum of 4 years: if it less than 4 years, this will be set out in the Instrument of Government. The term of office can be varied for categories of governors but not for individual governors. Schools should specify the term of office at the nomination stage of the election procedure.

Tenure of office is subject to resignation, disqualification and suspension from office. Where a vacancy occurs, the replacement governor serves for the **full** term for that category of governor, not for the remaining period of office for the position vacated.

When a staff governor ceases to work at the school, he or she cannot continue to hold office.

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

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: _____

Telephone and Email Address: _____

I am the parent/carer of a child 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 ####**

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.

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

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 ####**

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.

Declaration of Eligibility & Privacy Consent Form



Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Contact Number: _____ Email: _____

1. Appointment Details

Governor Position:

Parent Governor	<input type="checkbox"/>	(Please check as appropriate)
Co-opted Governor	<input type="checkbox"/>	
Authority Governor	<input type="checkbox"/>	
Foundation Governor (PCC)	<input type="checkbox"/>	
Foundation Governor (Diocesan)	<input type="checkbox"/>	
Foundation Trust Governor	<input type="checkbox"/>	
Foundation Ex-Officio Governor	<input type="checkbox"/>	
Staff Governor	<input type="checkbox"/>	
Head Teacher Governor	<input type="checkbox"/>	

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

Signed: _____ **Date:** _____

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