



Gwinear School 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 (in this school the returning officer is the headteacher) 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 and parents will be alerted to the election via parent mail. 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 ten 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 of Gwinear School 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 the equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If not enough 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 not less than ten school days.
 - If applicable, the candidates' personal statements will be enclosed [and will also be available to view on the school website].
7. A ballot box will be provided in the school [foyer], 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 the 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.

Notes

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:

- 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 [foyer], and parents will also be given the option to vote by post. No arrangements will be made for proxy voting.
- 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.

Qualifications and disqualifications to serve as a school governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002;
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
 - is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992

(nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;

- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority (applies to parent and community governors only);
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months



Nomination form - Election of parent governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Email address _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor.

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature _____

Date _____

Completed nomination forms must be returned to the school by 11 October 19.