**SUGGESTED TIMELINE FOR HOLDING PARENT GOVERNOR ELECTIONS**

**PLEASE NOTE:** The following templates can be amended according to your school’s needs. They are intended to give you an overview of a model procedure. Please feel free to adapt them.

**TEMPLATE 1 : LETTER INVITING CANDIDATES AND DISQUALIFICATIONS NOTES**

Adapt this template to use it for an email or text version – give links to the disqualifications and nomination form on your website instead.

**<SCHOOL LETTERHEAD>**

Dear Parent/Carer,

**PARENT GOVERNOR ELECTION**

I am writing to you to invite you to stand for election as a parent governor or nominate another parent to do so. In our school we have provision for <*insert number*> parent governor(s) and there is/are currently <*insert number*> vacancy/vacancies.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

* Ensuring clarity of vision, ethos and strategic direction;
* Holding the headteacher to account for the educational performance of the school and its pupils; and
* Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body’s work. However, we would particularly welcome nominations from parents with the following skills <*description of desired skills>*. Training is available for all governors and this governing body has an expectation that those new to being a governor, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than <*insert date*>. You should also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations are accepted but if you are nominating another parent, please seek their prior consent!

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

***(Head Teacher/Chair of Governors/Business Manager/Clerk)***

The Returning Officer.

**(Include a copy of the Role Description for a Governor – see the Toolkit)**

**Maintained schools: 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 election or appointment as a parent governor if s/he:

* is employed at the school for more than 500 hours in any 12 consecutive months;
* is an elected member of the Local Authority.

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

* is a registered pupil at the school;
* has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
* has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
* has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
* is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
* is subject to:
	+ a disqualification order or disqualification undertaking under the Company Directors Disqualification 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 for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
* has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
* is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
* is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
* is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
* is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
* 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 been convicted of any offence and 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 been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
* has been convicted of any offence at any time and received a prison sentence of 5 years or more;
* has been convicted of an offence and sentenced to a fine 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;
* 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.

**GUIDANCE NOTE**

**The Seven Principles of Public Life**

(originally published by the Committee for Standards in Public Life Chaired by Lord Nolan)

**Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity**

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

**Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest demands.

**Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**

Holders of public office should promote and support these principles by leadership and example.

**PARENT GOVERNOR FACT SHEET**

The governing body consists of parent governors, staff governor, the headteacher, co-opted governors, foundation governors, partnership governors and LA governor.

Our school has ***three*** parent governors.

Parent governors have all the same powers and duties as other governors. The governing body meets ***twice a term, usually in the evening***. If possible every governor joins at least one of our committees. These are responsible for different aspects of the school such as ***Resources (including Finance, Premises, and Staffing) and Standards and Performance***. Committees meet ***twice a term*** at times which suit the committee members. We also invite governors to come into school occasionally during the school day so they can understand how the school operates and see improvements for themselves.

To be eligible to stand for election as a parent governor you have to have parental responsibility for a pupil at the school. Having "parental responsibility" is not limited to biological parents, but will cover you if you are a step-parent, foster parent, grandparent bringing up the child, or permanent partner of the child's biological parent.

A few people cannot be school governors; those who have been made bankrupt or who have been in prison for certain offences may not serve for some years afterwards. School staff are not eligible to stand as parent governors if they are employed for 500 hours or more per year. If you have any doubts as to your eligibility on any of these grounds, please contact the school office/headteacher.

Parent governors hold their post for a term ***of 4 years***. A candidate for parent governor post must be a parent of a registered pupil at the time the election is held. However, parent governors do not have to resign if their children leave the school before their term of office has expired. A candidate is a representative member of the parent body rather than a delegate.

• Parent governors do not have to try to represent the views of all parents.

• They should communicate with them about issues that arise, but only in so far as is reasonable: not confidential matters.

• When decisions have to be made by the governing body, each parent governor is free to vote in accordance with his/her own views.

The Governance handbook and competency framework emphasises the importance of the skills, experience and personal attitudes brought by each governor. This can be found online at <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf>

In addition, it is essential that all new governors attend the Induction Course provided by Governor Services for newly appointed governors so that you are fully aware of your role and contribute effectively to the work of the governing body team. You will also be invited to attend other regular training to build your governance skills over your term of office.

***Words in bold italics vary according to the circumstances of your school.***

**PARENT GOVERNOR NOMINATION FORM**

**<SCHOOL LETTERHEAD>**

**Election of parent governors**

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of person nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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| --- |
| 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 (Constitution) (England) Regulations 2012.

Signature ……………………………………………………………………………………………………………

Date ……………………………………………………………………………………………………………

PLEASE RETURN THIS FORM TO RECEPTION IN AN ENVELOPE MARKED ‘PARENT GOVERNOR NOMINATION’ OR EMAIL TO ***<Returning Officer Email Address*>** BY ***<Insert Date>***

**TEMPLATE 2 PARENT GOVERNOR ELECTION – BALLOT PAPERS**

Only use this if you have more nominations than vacancies.

**<SCHOOL LETTERHEAD>**

Dear Parent/Carer

**PARENT GOVERNOR ELECTION**

I wrote to you on ***<insert date****>* to invite nominations for the vacancy/vacancies for a parent governor/parent governors.

I am delighted to say that there has been a good response and there are ***<insert number>*** candidates for the ***<insert number>*** vacancy/vacancies. This means we must now hold a ballot.

Attached to this letter is:

* a ballot paper with the names of the candidates (in alphabetical order)
* a copy of the personal statements from the candidates

You may vote for up to <***insert number equal to the number of vacancies>*** of the candidates. Each parent can submit one ballot paper, regardless of the number of pupils you have attending the school. As indicated on the ballot paper you should vote by marking an ‘X’ alongside the name(s) of the parent(s) you support.

Once you have marked the ballot paper you should seal it in the envelope. This should then be put in the ballot box, which can be found **<*named location, e.g. school foyer****>* by **<*date ending 10 school days from the date of this letter*>**. If it is not possible for you to vote in person, please return to the following address: ***<insert address for returning officer>. PLEASE NOTE YOU MAY WISH TO CHANGE THIS TO AN EMAIL BALLOT AND INSERT THE EMAIL ADDRESS FOR RETURNED VOTING SLIPS.***

The election will be decided by a simple majority of votes cast. In the event of a tie, lots will be drawn. When the election has been completed, I will let you know the outcome. If, in the meantime, you have any queries, please let me know.

Yours faithfully,

***(Head Teacher/Chair of Governors/Business Manager/Clerk)***

The Returning Officer.

***PLEASE NOTE: This ballot paper includes the candidates’ personal statements in the same document. You may choose to provide these as a separate document.***

**Election of Parent Governors *<insert school name>***

There are ***<insert number>*** vacancies for parent governors. You may vote for ***<insert number>*** candidates, but NOT vote more than once for each candidate.

**Candidates**

***<Insert a copy of candidates’ personal statements in alphabetical surname order>***

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**Election of parent governors – *<insert school name>***

|  |  |
| --- | --- |
| Candidate | Mark an ‘X’ to indicate your vote |
| ***<insert candidate name>*** |  |
| ***<insert candidate name>*** |  |
| ***<insert candidate name>*** |  |
| ***<insert candidate name>*** |  |
| ***<insert candidate name>*** |  |