**SUGGESTED TIMELINE FOR HOLDING STAFF 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 version – give links to the disqualifications and nomination form on your website instead.

**<SCHOOL LETTERHEAD>**

Dear Colleague,

**STAFF GOVERNOR ELECTION**

I am writing to you to invite you to stand for election as a staff governor or nominate another member of staff to do so. In our school we have provision for one staff governor and there is currently a vacancy.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. Any person nominating another member of staff or nominating themselves must be employed by the LA or the Governing Body under a contract of employment and work at the school.

The Governing Body (GB), with the headteacher, has overall responsibility for the running of the school. The role of a school governor is to contribute to the work of the GB in ensuring high standards of achievement for all children and young people in the school by:

* ensuring clarity of vision, ethos and strategic direction;
* holding the headteacher to account for the educational performance of the school, its pupils, and the performance management of staff; and
* overseeing the financial performance of the school and making sure its money is well spent.

The role of governor can be demanding but very rewarding. Staff governors serve a ***<insert no. of years****>* year term of office and under usual circumstances, can expect to spend between 10 and 20 days a year on governing duties. These include:

* attending meetings of the GB, usually outside of school hours and contributing to GB business;
* reading reports and papers and keeping up to date on the progress that the school is making; and
* visiting the school from time to time during the school day.

You will be expected to sign a governors’ Code of Conduct, and to have:

* a strong commitment to the role and improving outcomes for children
* the inquisitiveness to question and analyse;
* the willingness to learn;
* good inter-personal skills;
* appropriate levels of literacy in English (unless a GB is prepared to make special arrangements); and
* sufficient numeracy skills to understand basic data.

In addition to be above, we would particularly welcome nominations from staff with the following skills ***<description of desired skills>***. Training is available for all governors and this GB has an expectation that those new to school governance attend free induction training.

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 personal statement to support your nomination. There is 250 word limit on the length of this statement, please detail the skills, experience and attributes that you can bring to the GB to support the nomination. Self-nominations are accepted, but if you are nominating another member of staff please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot on ***<insert date>.*** If that is necessary, voting papers will be sent to all staff together with details of the ballot procedure.

To find out more about our school’s GB (ie frequency of meetings etc) and the GB’s code of conduct please contact ***<insert contact details***>.

Yours faithfully,

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

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.

**STAFF GOVERNOR NOMINATION FORM**

**<SCHOOL LETTERHEAD>**

**Election of Staff governor**

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 staff governor. I confirm

1. that I am willing to stand as a candidate for election as a staff governor
2. that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012.
3. A staff member may not propose more than one nominee
4. Any staff member in service at the school at the time of the election has the right to participate including (a) staff contracted to an Area but assigned to the school; (b) temporary (but not supply) teachers; and (c) peripatetic staff (on the understanding that they vote at the school at which they spend most time).

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

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

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

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

Only use this if you have more nominations than vacancies.

**<SCHOOL LETTERHEAD>**

Dear Colleague,

**STAFF GOVERNOR ELECTION**

I wrote to you on ***<insert date>*** to invite nominations for the vacancy for a staff governor. I am delighted to say that there has been a good response and there are ***<insert number>*** candidates for the one vacancy. 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 one candidate only. Each member of staff can only submit one ballot paper. As indicated on the ballot paper you should vote by marking an X alongside the name of the member of staff you support.

Once you have marked the ballot paper you should seal it in the envelope provided. This should then be put in the ballot box, which can be found***<named location, e.g. school foyer>***by ***<insert date>.*** If it is not possible for you to vote in person, please return to the following address: ***<insert address for returning officer>***. If you are voting by post please ensure you allow enough time for your ballot paper to arrive no later than the closing date. Any postal votes received after this date will not be counted.

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.

Thank you for taking the time and trouble to support this election.

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 Staff Governor *<insert school name>***

There is only 1 staff governor position. Therefore, only cast your vote alongside one candidate

**Candidates**

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

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**Election of staff governor – *<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>*** |  |