



Election of Staff and Parent Governors Policy

Cotswold Beacon Academy Trust makes provision on its School Development Boards for:

- (a) A minimum of 2 and a maximum of 3 Parent Local Governors
- (b) A minimum of 1 and a maximum of 2 Staff Local Governors

This policy details the process for election of Staff and Parent Governors at schools which are a part of the Cotswold Beacon Academy Trust and is derived from the good practice advice contained in the School Governance (Constitution) (England) Regulations 2012.

Staff and Parent Governor appointments are for a term of four calendar years from date of appointment. Within this term of appointment, Parent Governors will continue to hold office even if their child leaves school. Staff Governors however will relinquish the office upon leaving school.

Whenever possible, the School Development Boards aim to carry out pre-emptive elections for forthcoming Governor vacancies in order to provide continuity of good governance; however it is recognised that for various reasons this is not always practicable.

Election of Staff Governor

1. Invitations for nomination to become a Staff Governor, including detailed timings of the election, will be forwarded to all members of staff by e-mail and posted on the staff notice-board at least 10 working days in advance of the date by which nominations must be received. The position is open to anyone who is directly employed in the school in which there is a vacancy. There is no preference given to teachers.
2. Prospective candidates must submit their completed application to the Returning Officer by the date specified.
3. Prospective candidates are invited to support their nomination with a short candidate profile, strictly limited to no more than 50 words as this will be printed on the ballot papers (only the first 50 words will be printed).
4. When two candidates, whether support or teaching staff have put themselves forward for the position, an election will be held by ballot. If there is only one nomination for the position, the election is uncontested and the staff member is elected. Their appointment will be confirmed within three working days.
5. Polling will take place under the double envelope system whereby the voter's name is on the outer envelope, which is checked off against a voting list before being discarded, leaving the ballot paper in the sealed inner envelope until the count.
6. Details of the nominees and ballot papers will be emailed to all staff (including those on maternity or sickness leave) once nominations have closed. Envelopes can be collected from the school office ahead of the election. A notice will be posted on the staff noticeboard this effect, once nominations have closed and ballot papers have been printed. The closing date of receipt of ballot papers will be no less than 10 working days from the date the ballot papers were distributed.
7. All votes must be received by midday on election day, any late arrivals will be discounted. All received votes will be held in a secure ballot box, held by the Returning Officer, until the count.
8. The count will be conducted as soon as possible after the deadline, by the Returning Officer in the presence of at least one independent observer. All those standing for election will also be invited to attend the count.

9. On completion of the count, the Returning Officer will announce the results of the election by e-mail, staffroom notice-board and school website. In the event of a tie, the Returning Officer will draw lots to determine the outcome.

Election of Parent Governors

1. Invitations for nomination to become a Parent Governor, including detailed timings of the election, will be forwarded to all those with parental authority by post or e-mail (as appropriate to your preferred communication means held by the school) at least 10 working days in advance of the date by which nominations must be received.
2. The School Development Board carries out a regular skills audit of governors and on occasion, may ask for parents with particular skills/ experience to put their names forward for election. This does not preclude any other member of the parent body from standing for election.
3. Parents may self-nominate, but if a parent wished to nominate another parent, they should seek their approval before submitting the nomination.
4. Prospective candidates must submit their completed application to the Returning Officer by the date specified.
5. Prospective candidates are invited to support their nomination with a short candidate profile, strictly limited to no more than 50 words as this will be printed on the ballot papers (only the first 50 words will be printed).
6. Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the School Development Board will appoint parent governors to the vacancy or vacancies in accordance with the School Governance (Constitution) (England) Regulations 2012. Parents will be informed within three working days of the closing date for nominations.
7. Polling will take place under the double envelope system whereby the voter's name is on the outer envelope, which is checked off against a voting list before being discarded, leaving the ballot paper in the sealed inner envelope until the count.
8. Details of the nominees and ballot papers will be e-mailed or posted as appropriate to all those with parental responsibility once nominations have closed. The election will take place at least 10 working days after the distribution of ballot papers. Each person with parental responsibility has one vote per vacancy only, irrespective of the number of children they have attending that school.
9. Instructions on how to vote in accordance with the double envelope system will be included in the above communication.
10. All votes must be received by the Returning Officer by post or by hand no later than midday on Election Day; any late arrivals will be discounted. All received votes will be held in a secure ballot box until the count, which will be held as soon as possible after the election closes.
11. The count will be conducted by the Returning Officer in the presence of at least one independent observer. All those standing for election will also be invited to attend the count.
12. On completion of the count, the Returning Officer will announce the results of the election by e-mail and on the school website. In the event of a tie, the Returning Officer will draw lots to determine the outcome.