

Parent governor election process (maintained schools)

This is an illustrative step-by-step process for electing a parent governor. It meets the requirements of the [2012 constitution regulations](#).

Use the associated templates support your election process, including letters to parents and candidate forms.

<p>Alert parents to a vacancy</p>	<ul style="list-style-type: none"> • Once a parent governor position or positions become available, the headteacher should send a letter inviting parents to apply to be a candidate. • Where a vacancy arises towards the end of the summer term, you could delay sending this letter to the start of the autumn term to ensure enough time for the election process to run its course. • In your recruitment material, set out: <ul style="list-style-type: none"> ○ The core functions of the governing board and the role of a governor ○ The induction and training that will be available to new governors ○ The expectations you have of governors, for example in relation to the term of office, frequency of meetings, membership of committees and willingness to undertake training and development ○ Any specific skills or experience that would be desirable in a new governor, such as the willingness to learn, or specific skills that would make the governing board more effective and help address certain challenges • Ask candidates to supply a short statement setting out: <ul style="list-style-type: none"> ○ Evidence that they have the skills and experience the governing board wants ○ Their commitment to undertake training to become an effective governor ○ How they plan to contribute to the future work of the governing board ○ If seeking re-election, details of their previous contribution to the governing board • If you want to ask that parents are nominated or seconded, the information you send should explain how they can be nominated. • To make sure all parents hear about your vacancy and are encouraged to apply, you could: <ul style="list-style-type: none"> ○ Create an advert highlighting the benefits of the role and mitigating the common concerns ○ Use all your communication channels to publicise the vacancy ○ Host an open evening to explain more about the role
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	<p>Read The Keys guidance on encouraging parents to stand for election for more help.</p> <ul style="list-style-type: none">• Leave between 6 and 10 working days for parents/seconders to return application forms.
Process nominations	<ul style="list-style-type: none">• Where you receive more applications from parents than there are parent governor vacancies, hold an election by ballot.• Where you receive the same number of applications as vacancies, the applicant(s) will be elected unopposed.• Where you receive fewer applications than vacancies, applicants will be elected unopposed. The governing board will appoint suitable candidates to any remaining positions.• Where you receive no applications, the governing board will appoint suitable candidates to the available position(s).
Run the election	<ul style="list-style-type: none">• Where you need to run an election by ballot, send a ballot paper to all known parents of pupils at the school.• The ballot paper should set out the names of each candidate and a place for the parent to mark a preference for him or her.• Accompany the ballot paper with a letter that explains:<ul style="list-style-type: none">○ The procedures for voting○ That parents have one vote per vacancy○ The deadline for returning ballot papers to the school○ The standards of conduct you expect from governors, and the skills and experience you want from a new governor• In the interest of holding an informed election, include the candidate's statements along with the ballot paper.• Use the double envelope system for voting. This isn't a requirement, but is a popular and simple way of ensuring confidentiality. This means:<ul style="list-style-type: none">○ Send each ballot paper with two envelopes○ The voter should seal their completed ballot paper in an unmarked envelope○ The voter should then seal this unmarked envelope in an outer envelope, and write their name clearly on this○ A pupil or parent should return the double envelope to the school○ When returned, extract the blank inner envelopes containing the ballot paper and place in the ballot box○ Make sure the ballot box is kept secure○ Tick the name of the voter (from the outer envelope) off on a list of those eligible to vote

<p>Count the votes</p>	<ul style="list-style-type: none"> • Once the deadline for returning ballot papers has passed, count the votes. Invite candidates to the count. • At the count, the headteacher should open the box and count the ballot papers in the presence of at least two witnesses. • The outcome is determined by a simple majority. If an equal number of votes is cast for 2 or more candidates, hold a recount. • If there is still an equal split of votes, the headteacher should draw lots in the presence of the witnesses and any candidates who have attended the count. • Retain ballot papers for at least 6 months in case of a challenge to the results.
<p>Conclude the election</p>	<ul style="list-style-type: none"> • Make the results of the election available as soon as possible. Post them on a school noticeboard or report them in a parent newsletter. • The headteacher must also report the result of the election to the clerk and chair of the governing board. • Carry out a DBS check – it's also strongly recommended that you carry out a section 128 check • The parent governor's term of office could begin on the day of the count, or the day following the end of the term of office of the departing parent governor(s).

If you have any queries, please feel free to contact us by email schoolgovernance@hillington.gov.uk