

Parent governor election templates

Use and adapt this collection of templates to ensure that you carry out informed parent governor elections.

You'll find:

- Candidate form and template letter to parents inviting candidates
- Ballot paper and template letter to parents outlining the voting procedure
- Template letter to successful candidate(s)
- Template letter announcing the result to parents

These templates can be used by governing boards in maintained schools. Text in **orange** should be edited or removed.

These templates along with the process should cover all areas required to undertake this parent election accordingly. However, please contact the local authority by email schoolgovernance@hillington.gov.uk if you need any additional advice and guidance on the specific election requirements.

In creating these documents, we've referred to:

- [Statutory guidance on the constitution of governing boards in maintained schools](#)
- [Model articles of association for academies](#)
- [The Governance Handbook](#)

These documents were published by the Department for Education.

Template letter to parents and candidate form

Dear parent(s)/carer(s),

I am writing to inform you of [a vacancy/vacancies] for the role of parent governor on our governing board.

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent governor you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following:

[List the skills your board has a shortage of]

Expectations of governors

Make sure that candidates fully understand what is expected of them in their role by outlining your expectations, including:

- Attendance at meetings
- Maintaining confidentiality
- Committing to training
- Visiting the school

How to apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to [insert name, email address or school office] by [insert date]. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact [insert name].

Yours sincerely,

[insert name]

Candidate name:	
Candidate address:	
Candidate statement:	<p>In this section, outline:</p> <ul style="list-style-type: none">• The skills and experience you have that the governing board requires• Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor• If applicable, details of your contribution to the work of the governing board during your previous term of office• How you plan to contribute to the future work of the board

I confirm that I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more 500 hours in any consecutive 12 month period

Signed: _____ **Date:** _____

Template letter to parents with ballot paper

The following template letter outlines a voting process for a parent governor election. The letter is based on the use of the double-envelope system as this is the most commonly used system adopted by governing boards. Adapt the letter to reflect the system you use.

There is no statutory requirement to use a specific voting system.

Make sure that you attach copies of the candidate statements to the letter.

Dear parent(s)/carer(s),

I wrote to you on [insert date] to invite nominations for the [vacancy/vacancies] for [a parent governor/parent governors].

As we have more candidates than vacancies, we must now hold a ballot. With this letter, you'll have received a ballot paper with the names of the candidates and two envelopes. You may vote for up to [insert number equal to the number of vacancies] of the candidates.

You should:

- Read the candidate statements attached to this letter
- Mark an X alongside the [candidate's/candidates'] name(s) you wish to vote for. **Do not** mark the ballot paper in any other way
- Insert the completed ballot paper in the unmarked envelope and seal it
- Insert the unmarked envelope containing the ballot paper into the second envelope, fill in your details and seal it
- Return your ballot paper to [insert name/the school office] by [insert date]

The use of two envelopes ensures that your vote remains confidential. Your details on the second envelope will be checked against the list of those entitled to vote. This envelope will then be removed so that your vote is anonymous.

If you have any queries about this process, please contact [insert name/the school office] by [phone/email].

Yours sincerely,

[insert name]

Name of candidate	Mark chosen candidate(s) with an X below
Candidate A	
Candidate B	
Candidate C	
Candidate D	

Template letter to successful candidate(s)

Dear [insert name]

I am pleased to inform you that you've been elected as parent governor and your term of office will commence on [insert date] for [insert number of years].

Your first governing board meeting will be held on [insert date and time]. You'll receive an induction letter and a copy of the agenda ahead of the meeting.

To prepare for your first meeting, we recommend that you:

- Take a look at the school website and read our latest Ofsted report
- Read the Governance Handbook which sets out the duties of the governing board (www.gov.uk/government/publications/governance-handbook)
- Complete an induction e-learning module for new governors (www.governorinduction.thekeysupport.com). This will help you to gain a better understanding of your role
- Insert any other relevant preparations

I look forward to working with you.

Yours sincerely,

[insert name]

Template letter announcing the results to parents

Dear parents/carers

I am writing to inform you of the result of our election for parent governor(s).

Elected: [insert name(s)]

We would like to thank all those who put their name forward and took the time to complete candidate statements and for those of you who voted. Details of the number of votes cast can be obtained on request from [insert location].

If you would like to be considered in another capacity as one of our governors at a later date, please contact [insert name/role].

Alternatively, do consider looking for vacancies in other schools in the area. For further support with this, register your interest with the Local Authority by emailing schoolgovernance@hillington.gov.uk. The service is free and they help to partner volunteers with local schools who are recruiting for new governors:

Yours sincerely,

[insert name]