

EBOR RULES AND PROCEDURES FOR PARENT GOVERNOR ELECTIONS

Incorporating e-nomination and e-voting

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Note: Throughout this document, the term "parent" includes foster parents, guardians and carers with parental responsibility, as well as the child's natural parents.

General

1) A parent governor election has two stages:

Stage 1: Notice of Election

All parents are advised of the parent governor vacancy or vacancies and asked to nominate themselves for the position(s), should they wish, and provide a brief personal statement and optionally, a photo. If the number of candidates does not exceed the number of vacancies the candidate(s) are duly elected unopposed and there is no need to go to stage 2.

Stage 2: Notice of Ballot

1) If the number of candidates nominated exceeds the number of vacancies, a Notice of Ballot is sent to all parents asking them to vote online using the trust endorsed platform 'Choice Voting'. The Choice Voting process will include the names and personal statements of all candidates.

2) The school will make every reasonable effort to fill parent governor vacancies through the Choice Voting process. If insufficient parents stand for election the governing body can appoint:

- a. a parent of a registered pupil at the school, or if that is not possible;
- b. a parent of a former pupil at the school, or if that is not possible;
- c. a parent of a child of or under compulsory school age.

3) The headteacher is responsible for supervising the whole election process and shall act as the Returning Officer.

4) The election will normally be held within twenty five school days of a vacancy occurring or the beginning of the autumn term, but may be held at any time at the discretion of the headteacher.

5) Any parent who has a child registered at the school on the first day of the election can stand for election and vote in the ballot. The first day of the election is defined as the day when the Notice of Election is sent out.

6) The school will make every reasonable effort to give adequate notice to parents of how and when they can nominate themselves for election, and how and when they can vote in a ballot.

7) A person is disqualified from election or appointment as a parent governor if they do not meet the 'Eligibility - Qualifications and Disqualifications' criteria (see Appendix 2).

8) The period of office for a parent governor is currently 4 years. The period of office begins immediately after the parent governor's election.

9) Parent governors may continue to serve out their term of office when their child leaves the school, if they so wish.

Timeline for Parent Governor Elections

Possible timeline (final timings determined by the Headteacher)

Prior	Ensure ALL parents are contactable through Parent Hub (or school communication system)
	Ensure all parents who are not contactable are recorded with a reason why.

Stage 1

Day 1	Send out letter PG1 electronically with PG2
Day 10	Closing date for nominations

Stage 2

Day 11-13	Prepare PG5
	Schedule messages to go out on Parent Hub with information about the Choice Voting process
Day 14	Voting link sent out automatically by Choice Voting to parent's registered email address and any paper votes requested sent out
Day 21-24	Closing date for electronic vote and return of paper ballots
+21 Days	Display results in school for 21 days

(When counting on this system we do not include Saturdays, Sundays and School Holidays)

Stage 1: Notice of Election

- 1) The Notice of Election, stating the number of vacancies and inviting nominations, will be published to parents at least 10 school days before the nomination closing date.
- 2) The Notice of Election will be sent electronically (via School's communication system).

Prior to the Notice of Election being sent out the school must ensure it has an email address for both parents /guardians of every child in the school. If they have not got an email address every effort must be made to enter one into the school's MIS system prior to the Notice of Election being sent out. If there is no contact email address the school must have a record of the reason why (i.e. Child Protection)

- By Parent Hub: The email Notice of Election will include instructions on how to self-nominate using the online self-nomination form, brief details of the procedures, a copy of 'Eligibility – Disqualifications and Qualifications', and a hyperlink to find these Rules and Procedures on the school website. See Appendix 1 for a template email Notice of Election.

Nominations for Election

- 1) Nominations forms need to be submitted electronically by the closing time and date stated in the Notice of Election. Late nominations will be excluded from the election. Paper copy nomination forms may be submitted if requested.
- 2) A proposer and a seconder are not required. A nomination form must be completed by the candidate.
- 3) Nominations must include a brief personal statement of no more than 150 words, giving autobiographical details and such other relevant information and views as the candidate wishes. They may also include a photo to be attached to the final statement if they so wish. Candidates should be aware that personal statements are not confidential and will be visible to all parents in the event of a ballot.
- 4) The headteacher may, at their absolute discretion, exclude material from a personal statement if they deem it inappropriate. For example, if it includes information indicating that the candidate is endorsed or supported by any group or association, or any derogatory or defamatory language.

Uncontested Election

If the number of candidate nominations does not exceed the number of vacancies, the candidate(s) is/are duly elected unopposed. The headteacher will notify the parents, school community, chair of governors and clerk within 3 days.

Stage 2: Notice of Ballot (in the case of a contested election)

1) If the number of candidate nominations exceeds the number of vacancies, a Notice of Ballot will be sent to parents within 3 school days of the closing date for nominations. Using the Arbor Solo and Sibling report or the Arbor integration plug-in using Wonde on the Choice Voting platform (whichever is applicable at the time) invitations to vote will only be sent to parents of the eldest sibling and solo children. Parents will be given access to vote via a unique URL sent out by the Choice Voting system to their email address.

2) The Notice of Ballot will be sent electronically (via school's communication system).

- Via school's communication system: The email Notice of Ballot will state the number of vacancies, names of the nominated candidates, the deadline for voting, brief details of the procedures, and provide details about the Choice Voting system. Candidate statements will be provided by the Choice Voting system itself. See Appendix 3 for a template for an email Notice of Ballot

Voting

1) The preferred method of ballot will be online. Parents will be allowed to request a paper copy of the voting form if they prefer. These will be available from the school office on request along with the necessary envelopes for the duration of the election.

2) Each parent voting online will be sent instructions on how to vote alongside an automatically generated unique link by the Choice Voting platform to their registered email address. For paper ballots, an anonymous ballot will be generated on the Choice Voting system by an Independent Data Manager from the Trust and this will be returned by the parent to the school to be scanned into the system.

3) The names of the candidates will be clearly stated, in alphabetical order of surname, on the Choice Voting platform or on the paper ballot.

4) Parents will have an equal number of votes to vacancies i.e., one vacancy allows one vote and two vacancies allows two votes.

5) Each parent has one vote for each vacancy to be filled, irrespective of the number of children they have at the school; no parent can cast more than one vote for any one candidate.

6) A period of not less than 7 school days will be allowed for the completion of online and paper voting.

7) The school will take all reasonable measures to ensure online voting is secure and anonymous - this includes the use of unique voting URLs (online voting) only accessible through the parent's email address and unique QR codes (paper ballot) generated by the Choice Voting platform. Voters using paper ballots can only be identified by a number. Paper votes will be inputted by an Independent Data Manager not related to the school.

Secrecy of the Ballot

All persons concerned in the administration of the ballot will not be able to see how individuals have voted due to the anonymisation of votes within the Choice Voting system - instead voters will be referred to by unique voter codes which are generated by the system.

Counting of Votes

1) On the election end date, all electronic votes and paper votes returned on time are counted automatically and presented anonymously by Choice Voting - only the amount of votes for each candidate can be seen on the Choice Voting dashboard.

2) The candidate(s) with the highest number(s) of votes will be declared to be elected i.e. the decision will be by a simple majority of the votes cast.

3) In the event of equality of votes, the headteacher will decide the result by the toss of a coin.

Publication of the Results

- 1) At the earliest opportunity after the count, the headteacher will inform the winning candidate, the chair of governors and the clerk. The Headteacher will then inform the unsuccessful candidates before they publish the result of the election to parents and on the school website.
- 2) All electronic files concerning the election will be kept in a safe place by the headteacher for a period of one month after the election.
- 3) The headteacher is responsible for ensuring an enhanced DBS check is completed for the new governor as soon as possible after the election.

Resignation and Termination of Office

- 1) Where a parent governor resigns during the term of office, at the discretion of the headteacher an election will normally be held within twenty five school days of that resignation or, where the resignation occurs within twenty five school days prior to the end of a school term, within twenty five school days following the beginning of the next term.
- 2) Any governor elected to take the place of another governor who has resigned early is elected for a full term of office.

Publication of Rules

- 1) A copy of these Rules and Procedures will be published on the school website.
- 2) Parents will be informed in the Notice of Election where to find these Rules and Procedures.

Interpretation and Rulings

Any matter relating to the election of parent governors not covered in these procedures and rules will be decided by the headteacher with reference, if necessary, to the chair of governors. If there is a breach of these procedures and rules in conducting the election, the headteacher will decide, in conjunction with the chair of governors, if the overall integrity and fairness of the process is compromised and whether the result should stand.

Appendix 1: Notice of Election **PG1**

Dear Parents

ELECTION OF PARENT GOVERNOR

I am writing to you to inform you about becoming a Parent Governor on the Local Governing Body ('LGB').

Becoming a governor is a very rewarding and worthwhile experience. Effective governors do not need expertise in education but do need to be committed to their school, willing to ask questions and offer appropriate challenge and support.

The LGB welcomes nominations from individuals with the following skills or experience: governance experience / data analysis / finance management / human resource management / local community knowledge / community services / premises & buildings management / commercial / health and safety / leadership and management / marketing and PR.

Governors need to be able to work as an enthusiastic member of the governing body team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and at all times in the best interests of the school.

Being a Governor is a fairly time-consuming activity, but the majority of Governors agree that the job brings many rewards, though not of the financial kind. The time commitment for Governors is attendance at a minimum of two meetings a term, and additional time spent on individual school visits and involvement in committees.

What Do Parent Governors Do?

The Parent Governors speak as parents: they can't speak for all parents and they are elected to take a strategic role in school not as a parent representative .

The LGB's responsibilities affect most areas of the school. They establish, with the Senior Leadership Team, the aims and objectives for the school. They have a role in school discipline and they take part in appointing staff; they have influence over the money spent on resources and they have responsibilities in connection with the use and maintenance of the premises. More generally, they are expected to be in touch with the local community and to help guide the school to meet the community's educational needs. They are also expected to be able to explain to the community what the school is trying to achieve for their children. The LGB are responsible to the Board of Trustees of Ebor Academy Trust. They must undertake a DBS check and statutory training.

How Are Parent Governors Appointed?

We take the term 'parent' to include anyone who has custody of a child registered at the school, as well as 'natural' parents. Parent Governors will serve for four years, unless they resign. They can continue in office even when their children have left the school but they must have a child in school when they are elected.

If you would like to be a Parent Governor at **XXXXXXX Academy**, please complete a nomination form. Nomination requires that each candidate provide a brief personal statement of up to 150 words in length and why they would like to be a governor. Nominees can additionally provide a photo or links to their social media if they so wish but this is optional. (These will be shared with all parents in the event of an election being held.) If you require a paper copy of a nomination Form please contact the school office.

Nominations should be made online **via this link XXXXXXXX**, and must be submitted before **TIME on DATE MONTH YEAR**.

If we receive more nominations than there are places to fill, there will be a secret ballot which will be conducted online using the Choice Voting platform. The result of the election will be communicated to all parents within seven days of the election.

If you are interested in the role, please come and talk to me or any one of the current governors. Alternatively, please see this link to the National Governance Association: <https://www.nga.org.uk/about/become-a-governor-trustee/>

Delete if not applicable: We already have one candidate, our existing parent governor, remains interested in the role, so you can be assured that parents will still have representation on the LGB, even if no further volunteers come forward. If we receive more nominations than there are places to fill, there will be a ballot. The result of the election will be communicated to all parents within seven days of the election.

Yours faithfully

XXXXX

Headteacher

Attachments:

- Eligibility – Qualifications and Disqualifications Criteria
- Link to Nomination Form



Appendix 2: **PG2** Eligibility - Qualifications and Disqualifications

Regulation requires that all governors have to be eligible and the criteria is listed below. You must read, understand and confirm your eligibility before becoming a governor.

Qualifications and disqualifications to serve as a Parent Governor:

- ☐ A person must be aged 18 or over at the date of their election or appointment.
- ☐ No current pupil of the school, or of any school in the Vale Academy Trust, shall be a local governing body member.
- ☐ A governor must not also be a clerk to the local governing body at which they are a governor.
- ☐ A parent/carer cannot stand for election if they work at the school for more than 500 hours in a twelve month period.
- ☐ A person cannot hold more than one governor post at the same school at the same time.
- ☐ A person shall be disqualified from holding office or continuing to hold office as a governor if:
 - s/he becomes incapable by reason of illness or injury of managing or administering his/her own affairs;
 - s/he is absent without the permission of the local governing body from all their meetings held within a period of six months, and the governors resolve that his/her office be vacated;
 - s/he has been declared bankrupt and/or his estate has been seized from his/her possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
 - s/he is the subject of a bankruptcy restrictions order or an interim order;
 - s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
 - s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
 - s/he ceases to be a trustee/governor by virtue of any provision in the Companies Act 2006;
 - s/he is disqualified from acting as a trustee/governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
 - s/he is otherwise found to be unsuitable by the Secretary of State;
 - s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which (s)he was responsible; or to which (s)he was privy; or which (s)he, by his/her conduct, contributed to or facilitated;
 - s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
 - s/he has not completed an enhanced Disclosure and Barring Service check (organised by the school shortly after someone joins as a governor)

Dear Parents/Carers

Parent Governor Election - Ballot

As you are aware, I wrote to all parents and carers recently regarding the parent governor election and invited nominations for the position(s) to be returned by **TIME DATE MONTH YEAR**

The following nominations have been received and are listed below:

(NAMES) list in alphabetical order by surname

The personal statements from these candidates are available to read on the Choice Voting platform.

As the number of nominations received exceeds the number of vacancies, it is now necessary to hold a ballot.

There are **X** Parent Governor vacancies therefore you have **NUMBER** votes to use.

Please vote online using the unique link supplied by Choice Voting (sent to your recorded email address) by no later than **TIME DATE MONTH YEAR**

If you prefer to vote using a paper ballot form or cannot find the URL from Choice Voting, please contact the school as soon as possible, who will then be able to arrange a paper ballot. Your vote will then be registered onto the system by an Independent Data Manager from the Trust.

The candidates with the highest number of votes will be declared elected. If there is a tie, a coin will be tossed by the Headteacher to determine the result.

If you require any assistance with the voting process, please do not hesitate to contact the school office

Yours sincerely

XXXXXX

Headteacher

ELECTION OF PARENT GOVERNOR
ELECTION RESULT NOTIFICATION

XXXXXX Academy

CANDIDATES

Votes

Received

Spoilt Returns	

Number of Candidates to be elected **NUMBER**

As Returning Officer in this election, I hereby declare that the following is elected to serve as Parent Governor on the Local Governing Board for **XXXXXX Academy** with a term of office to run from **DATE**

Signed _____

Date _____

Print name _____

Signed (Witness) _____

Date _____

Print Name _____