

Procedures for the Election/Appointment of School Governors

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Procedure for the election of parent governors

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the number of parent governors. Powys LA has delegated to headteachers of Community, Community Special and Voluntary Controlled Schools the conduct of parent governor elections according to the following procedures which are also commended to Voluntary Aided and Foundation Schools.
- b) An elected parent governor is defined as ***“a person who is elected as a member of the governing body of a school by parents of registered pupils at the school and who is himself/herself such a parent at the time he/she is elected”***. Parent governors shall hold office for a term of four years, subject to resignation or disqualification. A parent governor may serve out their term of office if their child leaves the school during the period of their term of office. In some circumstance a child may have more than two ‘parents’ or people with parental responsibility and they all have the right to stand as governors, or to vote, examples are long-term foster parents, legal guardians and people with residence orders. The school’s admissions register will include a list of parents of pupils at the school. A parent only has one vote, no matter how many children he or she has at the school. In the event of a vote being cast by someone who does not fall within the definition of a parent, the election shall not be invalidated.
- c) The person elected will be required to complete a Powys County Council Enhanced Level Disclosure and Barring Service (DBS) check and can only attend meetings once a satisfactory check is in place. If they already have a PCC Enhanced level DBS check which is in date, then this will be sufficient as only one PCC DBS check is required at the correct level for all posts held.
- d) Every parent of a registered pupil is eligible to stand for election unless disqualified by the provision of Schedule 5 of The Government of Maintained Schools (Wales) Regulations 2005.
- e) All parent governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The headteacher shall be the Returning Officer to conduct the election.
- b) On the occurrence of a vacancy, the headteacher shall write to all parents of registered pupils at the school (model document enclosed):
 - i) informing them of the vacancy and the need for an election.
 - ii) informing them of their right to stand for election (The eligibility sheet should be sent out with the letter).
 - iii) informing them that, if successful, they will be required to complete a Powys County Council Enhanced level DBS check and can only attend meetings once a satisfactory check is in place.

- iv) enclosing nominations forms and informing them of the timetable (model timetable given below) for each stage of the election.

Week	Day	Election Process
1	Friday	distribution of nomination papers
2	Monday/Friday	closing date for receipt of nomination papers
3	Friday	distribution of ballot papers
4	Monday/Friday	receipt of ballot papers – deadline end of school day on Friday
5	Monday	ballot papers counted and result announced

- v) indicating that nominees may, if they wish, supply a short personal statement (no more than 200 words) for circulation to parents with the ballot papers to be issued under paragraph (f) below. This personal statement must not be altered by the Returning Officer. Where it exceeds 200 words, it must be returned immediately to the candidate for amendment. If the statement still exceeds 200 words after amendment, then only the first 200 words will be published. Aside from the distribution of personal statements with the ballot papers, schools are not allowed to assist in any way with the distribution of manifestos, neither shall they provide candidates or their supporters with lists of voters.
- c) Nominations shall be made on the prescribed form which shall be returned to the school on or before the date stipulated by the headteacher. Nominations received after that date shall be invalid. Nominees must state, on the nomination paper, their willingness to stand for election.
- d) The headteacher shall take such steps as are reasonably practicable to ensure that all nominees are qualified to stand for election. In circumstances where it appears that a nominee may be subject to disqualification (reference paragraphs 1(c) and 1(d) above) the headteacher shall notify the Head of Schools Service via the Principal Officer – Governor Support who shall determine the matter.
- e) In the case of no election by ballot being necessary i.e. if the number of qualified nominees is less than or equal to the number of vacancies to be filled, the headteacher shall declare the nominated candidates to be governors and shall inform all parents and the clerk to the governors.
- f) If there are more nominations than vacancies an election shall be held by secret ballot. A letter and ballot form (model documents enclosed) shall be sent to **every parent** by the headteacher, via pupil post. In order to alleviate the possibility of duplication it is recommended that each ballot form is numbered and marked with a coloured school stamp.
- g) Care must be taken to ensure that no parent receives more than one voting paper. This is especially important where a family has more than one child at the school, and it is advised that documentation is sent home via the oldest child. Voting papers and literature may need to be posted to the family home where a pupil is absent from school, or where the child does not reside with a parent.

- h) Each parent may not cast more than one vote per vacancy. It shall be the responsibility of the parent to ensure the return of the ballot form to the headteacher by the date and time stipulated by the headteacher. Ballot forms may be returned in person, by post, or by means of a registered pupil at the school. Ballot forms returned after the specified date and time shall be invalid. An election is not invalidated by a parent's failure to receive or to return a ballot form.
- i) The headteacher is responsible for deciding the validity of dubious or spoilt ballot forms and may in particular difficulty seek advice from the Authority.
- j) The headteacher and one other independent witness shall count the votes in the presence of the candidates if they choose to attend. The successful candidate(s) shall be the one(s) with the most votes regardless of whether or not these are a majority of the votes cast. In the event of a tie, the candidates concerned shall draw lots to decide the matter. The headteacher shall inform all parents and the clerk to the governing body and the Head of Schools Service via the Principal Officer – Governor Support of the result of the election. The ballot papers should be retained securely at the school for a reasonable period after the election.
- k) The Clerk will need to inform the Head of Schools Service via the – Principal Officer – Governor Support of the results of the election by completing a Notification of New Governor form.

Please note – the date of election to be included on the Notification of New Governor form will be either the closing date for nominations or the counting of the ballot papers.

The Notification of New Governor and the Notification of Re-appointment of governor forms can be found on <https://en.powys.gov.uk/article/1363/School-Governors>.

3. **Appointments by governors**

Schools must make every effort to fill parent governor vacancies by means of elections, but there are three situations where it might not be possible for parent governors to be elected. These are:

- there are fewer parents standing for election than there are places to be filled;
- at a school where at least half the pupils are boarders, the LA decide it would not be practical to hold an election; or
- at a school established in a hospital, the LA decide it would not be practical to hold an election

In such circumstances the governing body must appoint:

- (a) a parent of a registered pupil at the school, or
- (b) where that is not possible a parent of a child of compulsory school age.

Please note that different considerations apply in relation to community special schools

The governors must not appoint:

- (a) an elected member of the local authority;
- (b) an employee of the local authority,
- (c) an employee of any school in the local authority

unless he or she is a parent of a registered pupil at the school.

The minimum number of governors that must be present at a governors meeting held to appoint a parent governor is one-half (rounded up to a whole number) of current governors, excluding any associate governors, vacancies, or suspensions.

Procedure for the Election of Teacher Governors

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the number of teacher governors. Powys LA has delegated to headteachers of Community, Community Special and Voluntary Controlled Schools the conduct of teacher governor elections according to the following procedures which are also commended to Voluntary Aided and Foundation Schools.
- b) For the purpose of this election, teachers eligible to stand as candidates and to vote are those who are employed as a teacher under a contract of employment or a contract for services at the school, even if temporary, part-time, or peripatetic, including regular supply teachers. Teacher governors shall hold office for a term of four years, subject to resignation or disqualification. If a teacher ceases to teach at the school, they must stand down from the governing body. The headteacher cannot be a candidate for election, but is able to participate in voting.
- c) Every teacher at the school is eligible to stand for election unless disqualified by the provision of Schedule 5 of The Government of Maintained Schools (Wales) Regulations 2005.
- d) All teacher governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The headteacher shall be the Returning Officer to conduct the election.
- b) On the occurrence of a vacancy, the headteacher shall write to all teachers at the school (as in paragraph 1b) (model document enclosed):
 - i) informing them of the vacancy and that it is required to be filled by election.
 - ii) informing them that they are entitled to stand as candidates, and vote, at the election.
 - iii) enclosing nomination forms and informing them of the timetable (model timetable given below) for each stage of the election, (The eligibility sheet should be sent out with the letter).

Week	Day	Election Process
1	Friday	distribution of nomination papers
2	Monday/Friday	closing date for receipt of nomination papers
3	Friday	distribution of ballot papers
4	Monday/Friday	receipt of ballot papers – deadline end of school day on Friday
5	Monday	ballot papers counted and result announced

- iv) indicating that nominees may, if they wish, supply a short personal statement (no more than 200 words) for circulation to teachers with the ballot papers to be issued under paragraph (f) below. This personal statement must not be altered by the Returning Officer. Where it exceeds 200 words, it must be returned immediately to the candidate for amendment. If the statement still exceeds 200 words after amendment, then only the first 200 words will be published. Aside from the distribution of personal statements with the ballot papers, schools are not allowed to assist in any way with the distribution of manifestos, neither shall they provide candidates or their supporters with lists of voters.

NB: It is suggested that it is not necessary for teacher governor candidates to submit personal statements, as all teaching staff should be familiar with the candidates. However, should they wish to do so, the above paragraph must be complied with, and all candidates must be given equal opportunity to produce such a statement.

- c) Nominations shall be made on the prescribed form which shall be returned to the school on or before the date stipulated by the headteacher. Nominations received after that date shall be invalid. Nominees must state, on the nomination paper, their willingness to stand for election and must be proposed and seconded by teachers who are themselves eligible to vote in an election at that school. No teacher should participate in more nominations than there are vacancies.
- d) The headteacher shall take such steps as are reasonably practicable to ensure that all nominees are qualified to stand for election. In circumstances where it appears that a nominee may be subject to disqualification (reference paragraph 1(c) above) the headteacher shall notify the Head of Schools Service via the Principal Officer – Governor Support who shall determine the matter.
- e) In the case of no election by ballot being necessary i.e., if the number of qualified nominees is less than or equal to the number of vacancies to be filled, the headteacher shall declare the nominated candidates to be governors and shall inform all teachers, the clerk to the governors and the Head of Schools Service via the Principal Officer – Governor Support.
- f) If there are more nominations than vacancies an election shall be held by secret ballot. A letter and ballot forms (model documents enclosed) shall be distributed to every teacher by the headteacher. In order to alleviate the possibility of duplication it is recommended that each ballot form is numbered and marked with a coloured school stamp.
- g) Each teacher may not cast more than one vote per vacancy. It shall be the responsibility of the teacher to ensure the return of the ballot form to the headteacher by the date and time stipulated by the headteacher. Ballot forms may be returned in person or by post. Ballot forms returned after the specified date and time shall be invalid. An election is not invalidated by a teacher's failure to receive or to return a ballot form.
- h) The headteacher is responsible for deciding the validity of dubious or spoilt ballot forms and may in particular difficulty seek advice from the Authority.

- i) The headteacher and one other independent witness shall count the votes in the presence of the candidates if they choose to attend. The successful candidate(s) shall be the one(s) with the most votes regardless of whether or not these are a majority of the votes cast. In the event of a tie, the candidates concerned shall draw lots to decide the matter. The headteacher shall inform all teachers and the clerk to the governing body of the result of the election. The ballot papers should be retained securely at the school for a reasonable period after the election.
- j) The Clerk will need to inform the Head of Schools Service via the Principal Officer – Governor Support of the results of the election by completing a Notification of New Governor form.

Please note – the date of election to be included on the Notification of New Governor form will be either the closing date for nominations or the counting of the ballot papers.

The Notification of New Governor and the Notification of Re-appointment of governor forms can be found on <https://en.powys.gov.uk/article/1363/School-Governors>.

Procedure for the Election of Staff Governors

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the number of staff governors. Powys LA has delegated to headteachers of Community, Community Special and Voluntary Controlled Schools the conduct of staff governor elections according to the following procedures which are also commended to Voluntary Aided and Foundation Schools.
- b) For the purpose of this election, staff eligible to stand as candidates and to vote is anyone who is employed to work at the school (other than as a teacher) under a contract or employment or a contract for services. This could include caterers and grounds maintenance staff working at the school as well as school administrators. Staff governors shall hold office for a term of four years, subject to resignation or disqualification. If a staff governor ceases to have a contract to work at the school, they must stand down from the governing body.
- c) Every member of non-teaching staff at the school is eligible to stand for election unless disqualified by the provision of Schedule 5 of The Government of Maintained Schools (Wales) Regulations 2005.
- d) All staff governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The headteacher shall be the Returning Officer to conduct the election.
- b) On the occurrence of a vacancy, the headteacher shall write to all non-teaching staff at the school (as in paragraph 1b) (model document attached):
 - i) informing them of the vacancy and that it is required to be filled by election.
 - ii) informing them that they are entitled to stand as candidates, and vote, at the election.
 - iii) enclosing nomination forms and informing them of the timetable (model timetable given below) for each stage of the election, (The eligibility sheet should be sent out with the letter).

Week	Day	Election Process
1	Friday	distribution of nomination papers
2	Monday/Friday	closing date for receipt of nomination papers
3	Friday	distribution of ballot papers
4	Monday/Friday	receipt of ballot papers – deadline end of school day on Friday
5	Monday	ballot papers counted and result announced

- iv) indicating that nominees may, if they wish, supply a short personal statement (no more than 200 words) for circulation to non-teaching staff with the ballot papers to be issued under paragraph (f) below. This personal statement must not be altered by the Returning Officer. Where it exceeds 200 words, it must be returned immediately to the candidate for amendment. If the statement still exceeds 200 words after amendment, then only the first 200 words will be published. Aside from the distribution of personal statements with the ballot papers, schools are not allowed to assist in any way with the distribution of manifestos, neither shall they provide candidates or their supporters with lists of voters.

NB: It is suggested that it is not necessary for staff governor candidates to submit personal statements, as all non-teaching staff should be familiar with the candidates. However, should they wish to do so, the above paragraph must be complied with, and all candidates must be given equal opportunity to produce such a statement.

- c) Nominations shall be made on the prescribed form which shall be returned to the school on or before the date stipulated by the headteacher. Nominations received after that date shall be invalid. Nominees must state, on the nomination paper, their willingness to stand for election and must be proposed and seconded by a member of non-teaching staff who are themselves eligible to vote in an election at that school. As there can be provision for no more than 1 staff governor, members of staff may not participate in more than 1 nomination.
- d) The headteacher shall take such steps as are reasonably practicable to ensure that all nominees are qualified to stand for election. In circumstances where it appears that a nominee may be subject to disqualification (reference paragraph 1(c) above) the headteacher shall notify the Head of Schools Service via the Principal Officer – Governor Support who shall determine the matter.
- e) In the case of no election by ballot being necessary i.e., if there is only one nominee, the headteacher shall declare the nominated candidate to be a governor and shall inform all non-teaching staff, the clerk to the governors and the Head of Schools Service via the –Principal Officer – Governor Support.
- f) If there is more than one nomination an election shall be held by secret ballot. A letter and ballot forms (model document enclosed) shall be distributed to all non-teaching staff by the headteacher. In order to alleviate the possibility of duplication it is recommended that each ballot form is numbered and marked with a coloured school stamp.
- g) Each member of staff may not cast more than one vote per vacancy. It shall be the responsibility of the member of staff to ensure the return of the ballot form to the Headteacher by the date and time stipulated by the headteacher. Ballot forms may be returned in person or by post. Ballot forms returned after the specified date and time shall be invalid. An election is not invalidated by a member of staff's failure to receive or to return a ballot form.

- h) The headteacher is responsible for deciding the validity of dubious or spoilt ballot forms and may in particular difficulty seek advice from the Authority.
- i) The headteacher and one other independent witness shall count the votes in the presence of the candidates if they choose to attend. The successful candidate shall be the one with the most votes regardless of whether or not these are a majority of the votes cast. In the event of a tie, the candidates concerned shall draw lots to decide the matter. The Headteacher shall inform all non-teaching staff and the clerk to the governing body of the result of the election. The ballot papers should be retained securely at the school for a reasonable period after the election.
- j) The Clerk will need to inform the Head of Schools Service via the –Principal Officer – Governor Support of the results of the election by completing a Notification of New Governor form.

Please note – the date of election to be included on the Notification of New Governor form will be either the closing date for nominations or the counting of the ballot papers.

The Notification of New Governor and the Notification of re-appointment of governor forms can be found on <https://en.powys.gov.uk/article/1363/School-Governors>.

Procedure for the Appointment of Local Authority (LA) governors

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the number of LA governors. Powys LA has delegated to elected members the conduct of LA governor appointments according to the following procedures.
- b) Elected members can appoint any eligible person as an LA governor. Not all LA governors are elected members; they may include any person who is interested in supporting schools and whose appointment has the support of the elected member(s).
- c) The person elected will be required to complete a Powys County Council Enhanced Level Disclosure Barring Service (DBS) check and can only attend meetings once a satisfactory check is in place. If they already have a PCC Enhanced level DBS check which is in date, then this will be sufficient as only one PCC DBS check is required at the correct level for all posts held.
- c) A person is disqualified from appointment as an LA governor if they are eligible to be a staff or teacher governor of the school.
- d) All LA governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The LA shall be the Returning Officer to conduct the election.
- b) Primary - on the occurrence of a vacancy, the LA will write to the elected member for the ward in which the school is situated asking for nominations. Were school transformation is/has occurring the elected members who have children from their electoral division attending a primary school in the area will be asked for nominations.
- c) Secondary – on the occurrence of a vacancy, the LA will write to elected members who have children from their electoral division attending the secondary school asking for nominations. Were school transformation is/has occurring the elected members who have children from their electoral division attending a secondary school in the area will be asked for nominations.
- d) Elected member(s) should discuss nominations with the governing body and headteacher prior to nominations.
- e) Elected member(s) should speak to the governor whose term of office is due to expire.
- f) If the LA receives more nominations than vacancies an election shall be held by secret ballot of the appropriate elected Members.

- g) Any person nominated to become a LA governor will be required to complete an application from taking into consideration the Powys Charter for Local Authority Governors.
- h) Completed application forms will be ratified by the Portfolio Holder for Education who has delegated responsibilities.
- i) Where LA governors are coming towards the end of their term of office, the LA shall write to the elected member(s) at least two months prior to the end of the term of office.

Please note – the date of election or re-elected will be the date the Portfolio Holder for Education ratifies the appointment.

Procedure for the Appointment of Community Governors

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the number of Community Governors.
- b) Community Governors can be people who live or work in the community served by the school or, if they do not, who are committed to the good governance and success of the school.
- c) The person elected will be required to complete a Powys County Council Enhanced level DBS check and can only attend meetings once a satisfactory check is in place. If they already have a PCC Enhanced level DBS check which is in date, then this will be sufficient as only one PCC DBS check is required at the correct level for all posts held.
- d) A person is disqualified from appointment to hold office as a community governor of a school if he or she is –
 - i) a registered pupil at the school
 - ii) eligible to be a teacher or staff governor of the school.
 - iii) an elected member of the LA
- e) All community governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The decision to appoint or re-appoint someone as a community governor must be made at a meeting of the full governing body.
- b) At least two months before the end of the governor's term of office the clerk should ask if s/he would like to be considered for a further term.
- c) The clerk informs governing body that the governor wishes to serve for a further term or that the governor wishes to finish.
- d) Governing body considers application as an agenda item at a full governing body meeting and decides on applicant's suitability. The clerk records the decision in the minutes of the meeting.
- e) Were a vacancy exists for a community governor the governing body considers the vacancy as an agenda item at the full governing body meeting. The clerk records the decision in the minutes of the meeting.
- f) The Clerk will need to inform the Head of Schools Service via the –Principal Officer – Governor Support of the results by completing a Notification of Appointment form or a Notification of Re-appointment form.

Please note – the date of election or re-elected will be the date the governing body agree the election or re-election at a governing body meeting.

The Notification of New Governor and the Notification of re-appointment of governor forms can be found on <https://en.powys.gov.uk/article/1363/School-Governors>.

Procedure for the Appointment of Additional Community Governors (Minor Authority Governors)

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the Additional Community Governor (Primary Schools only).
- b) Additional Community Governors are appointed by the Town Council/Community Council(s) named on the Instrument of Government.
- c) The person appointed will be required to complete a Powys County Council Enhanced level DBS check and can only attend meetings once a satisfactory check is in place. If they already have a PCC Enhanced level DBS check which is in date, then this will be sufficient as only one PCC DBS check is required at the correct level for all posts held.
- d) All additional community governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The decision to appoint or re-appoint someone as an additional community governor is made by the Town Council/Community Council(s).
- b) At least two months before the end of the governor's term of office the clerk should write to the Town Council/Community Council(s).
- c) The Clerk will need to inform the Head of Schools Service via the Principal Officer – Governor Support of the results by completing a Notification of Appointment form or a Notification of Re-appointment form.

Please note – the date of election or re-elected will be the date the Town or Community Council agree the election or re-election.

The Notification of New Governor and the Notification of Re-appointment of governor forms can be found on <https://en.powys.gov.uk/article/1363/School-Governors>.

Procedure for the Appointment of Foundation Governors

1. Eligibility

- a) The Instrument of Government for each school specifies the constitution of the governing body including the Foundation Governors. (Voluntary Aided, Foundation and Voluntary Controlled Schools only).
- b) Foundation Governors are appointed by the people or organisations named in the school's Instrument of Government.
- c) The person appointed will be required to complete a Powys County Council Enhanced level DBS check and can only attend meetings once a satisfactory check is in place. If they already have a PCC Enhanced level DBS check which is in date, then this will be sufficient as only one PCC DBS check is required at the correct level for all posts held.
- d) All foundation governors will need to undertake Induction and Data Training within one year from the date of election. Failure to complete the training will mean that the governor will be suspended from the governing body for a period of up to six months before being removed from the governing body.

2. Election Procedure

- a) The decision to appoint or re-appoint someone as foundation governor is made by either the Bishop of Swansea and Brecon or the St. Asaph Diocesan Board of Finance.
- b) At least two months before the end of the governor's term of office the clerk should write to either the Bishop of Swansea and Brecon or the St. Asaph Diocesan Board of Finance.
- c) The Bishop of Swansea and Brecon or the St. Asaph Diocesan Board of Finance will inform the Head of Schools Service via the Principal Officer – Governor Support of the decision.

Please note – the date of election or re-elected will be the date appointed by the Diocesan.

The Notification of New Governor and the Notification of Re-appointment of governor forms can be found on <https://en.powys.gov.uk/article/1363/School-Governors>.

Procedures for the Appointment of Associate Pupil Governors

1. Eligibility

- a) The school council must be given the opportunity to nominate one or two of its members, from years 11-13 to be associate pupil governors.
- b) The governing body must accept the nomination and appoint associate pupil governors unless there are reasons to disqualify them under Schedule 5 of The Government of Maintained Schools (Wales) Regulations 2005.
- c) Associate pupil governors may hold office for one year after which they may be re-appointed if they are still school council members.

2. Election Procedure

- a) The decision to nominate or re-appoint an associate pupil governor is made by the School Council.
- b) The Clerk will need to inform the Head of Schools Service via the Principal Officer – Governor Support of the nominations.

Sample letter to be sent on school letter headed paper to Parents of Children Registered at the School.

Please ensure that you despatch the letter on the date indicated on the letter otherwise your timetable will be disrupted - week 1.

Dear Parent

Parent Governor Election - Request for Nominations

I am writing to inform you that we have X vacancy (ies) for a parent governor representative on the school's governing body. Nominations are invited from all parents, or those with parental responsibility, of registered pupils at the school.

If you wish to nominate yourself, please complete the attached nomination form and return it to me no later than the end of the school day on XXXX. Nominations received after this date will not be counted. If you wish, you can submit a short personal statement, of no more than 200 words, along with your nomination form. Where the personal statement exceeds 200 words, it will be returned immediately to the candidate for amendment. If the personal statement still exceeds 200 words after amendment, then only the first 200 words will be published.

I have also enclosed information relating to eligibility. The term of office of a parent governor is four years from the date of appointment. A parent governor may serve out their term of office if their child leaves the school during the period of their term of office.

If there are more nominations than vacancies, a secret ballot will be held.

The person appointed will be required to complete a Powys County Council enhanced level Disclosure Barring Service (DBS) check and can only attend meetings once a satisfactory check is in place. If they already have a PCC enhanced level check which is in date, then this will be sufficient as only one PCC DBS check is required at the correct level for all posts held.

The person appointed will also be required to undertake Induction and Data Training within one year from the date of election. Failure to do so will result in the person being suspended from the governing body for a period of up to six months before being removed from the governing body.

Yours sincerely,

Headteacher

ELIGIBILITY

Definition of an elected parent governor:

An elected parent governor is defined as “**a person who is elected as a member of the governing body of a school by parents of registered pupils at the school and who is himself/herself such a parent at the time he/she is elected**”. Parent governors shall hold office for a term of four years, subject to resignation or disqualification. A parent, in relation to any child or young person, includes a guardian or long-term foster parent, and every person who has the actual custody of the child or young person.

Disqualification - applicable to all governors:

- ⇒ a person who is already a member of two governing bodies (excluding temporary governing bodies or ex-officio governorships).
- ⇒ Able to be detained under the Mental Health Act 1983 during his or her period of office.
- ⇒ Is subject to a bankruptcy restriction order or an interim order.
- ⇒ Has had their estate sequestrated and the sequestration order has not been discharged, annulled, or rescinded.
- ⇒ Is subject to:
 - A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 492(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 the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from participating in the management or control of anybody.
- ⇒ Is included in the list of people whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999.
- ⇒ Is disqualified from working with children or is the subject of a direction by the Welsh Assembly Government under section 142 of the Education Act 2002.
- ⇒ Disqualified from being the proprietor of an independent school.
- ⇒ Has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor.
- ⇒ Has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor.
- ⇒ Has at any time received a prison sentence of five years or more.
- ⇒ Has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor; or
- ⇒ Refuses a request by the governing body to make an application to the Disclosure Barring Service for a criminal records certificate.

Sample nomination form to be sent to be sent with parent governor election letter

Name of School

NOMINATION FORM

Election of parent governor (s)

I wish to nominate myself for the position of parent governor. I can confirm that I am eligible to stand in accordance with the information provided.

Name: _____

Address: _____

Email: _____

Telephone: _____

Signature: _____

A personal statement is enclosed yes / no (please delete as appropriate)

To be returned to the headteacher by no later than XX.

Sample letter to be sent on school letter head paper together with a ballot paper and any personal statement supplied by the candidates.

Dear Parent

Parent Governor Election: Ballot Paper

The parents nominated for election are listed on the attached ballot paper. Personal statements submitted by the candidates are also enclosed.

The number of parent governors to be elected on this occasion is X. You should cast your vote by marking **X** in the box provided against the candidate(s) of your choice. You may cast one vote for each of the vacancies to be filled, which means that you may cast up to X votes in this election.

The ballot paper should be returned to the school by post, in person, or by means of a registered pupil of the school by no later than the end of the school day on XX. **Ballot papers received after the time and date stipulated will not be counted.**

The votes will be counted at the school on XX at am / pm and the election will be decided by a simple majority vote. In the event of a tie, lots shall be drawn to decide the matter.

Yours sincerely,

Headteacher

Sample ballot form to be sent with parent ballot letter

School Stamp (Use coloured ink)

Ballot paper number

Name of School

PARENT GOVERNOR ELECTION: BALLOT PAPER

VOTE FOR NO MORE THAN XX CANDIDATE (S)

	Candidates Full Name	<i>x</i>
1		
2		
3		

The personal statements submitted by candidates are reproduced overleaf.

NOTE: **All ballot papers must be returned by no later than the end of the school day on XX.**

Ballot papers received after this time and date will not be counted.

Sample letter to be sent on school letter headed paper to parents of children registered at the school following the count.

Dear Parent

Parent governor election result

The following parent governor (s) has/have been duly elected by the parents of this school:

Name

1.

2.

3.

The announcement of the result of the election was made on XX and the successful candidates will take up their positions on XX.

Yours sincerely

Headteacher

Sample letter to be sent on school letter headed paper to Teachers at the School.

Please ensure that you despatch the letter on the date indicated on the letter otherwise your timetable will be disrupted - week 1.

Dear teacher

Teacher Governor Election - Request for Nominations

I am writing to inform you that we have X vacancy (ies) for a teacher governor representative on the school's governing body. Nominations are invited from all teaching staff at the school. For the purpose of this election, teachers eligible to stand as candidates and to vote are those who are employed as a teacher under a contract of employment or a contract for services at the school, even a temporary, part-time, or peripatetic, including regular supply teachers.

If you wish to nominate yourself, please complete the attached nomination form and return it to me no later than the end of the school day on XX. Nominations received after this date will not be considered. If you wish, you can submit a short personal statement, of no more than 200 words, along with your nomination form.

I have also enclosed information relating to eligibility. The term of office of a teacher governor is four years from the date of appointment, however, if you finish working at the school during your term of office, you will not be able to serve out your term of office.

If there are more nominations than vacancies, then a ballot will be held.

The person appointed will be required to undertake Induction and Data Training within one year from the date of election. Failure to do so will result in the person being suspended from the governing body for a period of up to six months before being removed from the governing body.

Yours sincerely

Headteacher

ELIGIBILITY

Definition of an elected teacher governor:

For the purpose of this election, teachers eligible to stand as candidates and to vote are those who are employed as a teacher under a contract of employment or a contract for services at the school, even if temporary, part-time, or peripatetic, including regular supply teachers. Teacher governors shall hold office for a term of four years, subject to resignation or disqualification. If a teacher ceases to teach at the school, they must stand down from the governing body. The headteacher cannot be a candidate for election but is able to participate in all other aspects of the election including nominating candidates and voting.

Disqualification - applicable to all governors:

- ⇒ a person who is already a member of two governing bodies (excluding temporary governing bodies or ex-officio governorships).
- ⇒ Able to be detained under the Mental Health Act 1983 during his or her period of office.
- ⇒ Is subject to a bankruptcy restriction order or an interim order.
- ⇒ Has had their estate sequestrated and the sequestration order has not been discharged, annulled, or rescinded.
- ⇒ Is subject to:
 - A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 492(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 the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from participating in the management or control of anybody.
- ⇒ Is included in the list of people whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999.
- ⇒ Is disqualified from working with children or is the subject of a direction by the Welsh Assembly Government under section 142 of the Education Act 2002.
- ⇒ Disqualified from being the proprietor of an independent school.
- ⇒ Has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor.
- ⇒ Has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor.
- ⇒ Has at any time received a prison sentence of five years or more.
- ⇒ Has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor; or
- ⇒ Refuses a request by the governing body to make an application to the Disclosure Barring Service for a criminal records certificate.

Sample nomination form to be sent with teacher governor election letter

Name of School

NOMINATION FORM

Election of teacher governor (s)

I wish to nominate myself for the position of teacher governor. I can confirm that I am eligible to stand in accordance with the information provided.

Name: _____

Address: _____

Email: _____

Telephone: _____

Signature: _____

A personal statement is enclosed yes / no (please delete as appropriate)

To be returned to the headteacher by no later than the end of the school day on XX.

Sample letter to be sent on school letter head paper together with a ballot paper and any personal statement supplied by the candidates.

Dear teacher,

Teacher Governor Election: Ballot Paper

The teachers nominated for election are listed on the attached ballot paper. Personal statement submitted by the candidates are also enclosed.

The number of teacher governors to be elected on this occasion is XX. You should cast your vote by marking **X** in the box provided against the candidate (s) of your choice. You may cast one vote for each of the vacancies to be filled.

The ballot paper should be returned to the school no later than the end of the school day on XX. **Ballot papers received after the time and date stipulated will not be counted.**

The votes will be counted at the school on XX at am / pm and the election will be decided by a simple majority vote. In the event of a tie, lots shall be drawn to decide the matter.

Yours sincerely

Headteacher

Sample ballot form to be sent with teacher ballot letter

School Stamp (Use coloured ink)

Ballot paper number

Name of School

TEACHER GOVERNOR ELECTION: BALLOT PAPER

VOTE FOR NO MORE THAN XX CANDIDATE (S)

	Candidates Full Name	x
1		
2		
3		

The personal statements submitted by candidates are reproduced overleaf.

NOTE: **All ballot papers must be returned by no later than the end of the school day on XX.**

Ballot papers received after this time and date will not be counted.

Sample letter to be sent on school letter headed paper to members of teaching staff following the election

Dear teacher

Teacher governor election results

The following teacher governor(s) has/have been duly elected by the teachers at this school:

Name

- 1.
- 2.

The announcement of the result of the election was made on XX and the successful candidates will take up their positions on XX.

Yours sincerely

Headteacher

Sample letter to be sent on school letter headed paper to members of support staff at the School.

Please ensure that you despatch the letter on the date indicated on the letter otherwise your timetable will be disrupted - week 1.

Dear member of support staff

Staff Governor Election - Request for Nominations

I am writing to inform you that we have a vacancy for a staff governor representative on the school's governing body. Nominations are invited from all members of the support staff at the school; those who are employed under a contract of employment or a contract for services at the school. This could include caterers and grounds maintenance staff working at the school as well as school administrators and Teaching Assistants.

If you wish to nominate yourself, please complete the attached nomination form and return it to me no later than the end of the school day on XX. Nominations received after this date will not be considered. If you wish, you can submit a short personal statement, of no more than 200 words, along with your nomination form.

I have also enclosed information relating to eligibility. The term of office of a staff governor is four years from the date of appointment however, if you finish working at the school during your term of office, you will not be able to serve out your term of office.

If there are more nominations than vacancies, a secret ballot will be held.

The person appointed will also be required to undertake Induction and Data Training within one year from the date of election. Failure to do so will result in the person being suspended from the governing body for a period of up to six months before being removed from the governing body.

Yours sincerely

Headteacher

ELIGIBILITY

Definition of an elected staff governor:

For the purpose of this election, staff eligible to stand as candidates and to vote are those who are employed to work at the school (other than a teacher) under a contract of employment or a contract of services. This could include caterers and grounds maintenance staff working at the school as well as school administrators. Staff governors shall hold office for a term of four years, subject to resignation or disqualification. If a staff governor ceases to have a contract to work at the school, they must stand down from the governing body.

Disqualification - applicable to all governors:

- ⇒ a person who is already a member of two governing bodies (excluding temporary governing bodies or ex-officio governorships).
- ⇒ Able to be detained under the Mental Health Act 1983 during his or her period of office.
- ⇒ Is subject to a bankruptcy restriction order or an interim order.
- ⇒ Has had their estate sequestrated and the sequestration order has not been discharged, annulled, or rescinded.
- ⇒ Is subject to:
 - A disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 492(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 the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from participating in the management or control of anybody.
- ⇒ Is included in the list of people whose employment is prohibited or restricted under Section 1 of the Protection of Children Act 1999.
- ⇒ Is disqualified from working with children or is the subject of a direction by the Welsh Assembly Government under section 142 of the Education Act 2002.
- ⇒ Disqualified from being the proprietor of an independent school.
- ⇒ Has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor.
- ⇒ Has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor.
- ⇒ Has at any time received a prison sentence of five years or more.
- ⇒ Has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor; or
- ⇒ Refuses a request by the governing body to make an application to the Disclosure Barring Service for a criminal records certificate.

Sample nomination form to be sent to be sent with members of support staff governor election letter

Name of School

NOMINATION FORM

Election of staff governor

I wish to nominate myself for the position of staff governor. I can confirm that I am eligible to stand in accordance with the information provided.

Name: _____

Address: _____

Email: _____

Telephone: _____

Signature: _____

A personal statement is enclosed yes / no (please delete as appropriate)

To be returned to the headteacher by no later than the end of the school day on XX.

Sample letter to be sent on school letter head paper together with a ballot paper and any personal statement supplied by the candidates.

Dear Colleague,

Staff governor election: Ballot paper

The members of staff nominated for election are listed on the attached ballot paper. Personal statements submitted by the candidates are also attached.

The number of staff governors to be elected is one. You should cast your vote by marking **X** in the box provided against the candidate of your choice.

The ballot paper should be returned to the school no later than the end of the school day on XX. **Ballot papers received after the time and date stipulated will not be counted.**

The votes will be counted at the school on XX at am / pm and the election will be decided by a simple majority vote. In the event of a tie, lots shall be drawn to decide the matter.

Yours sincerely

Headteacher

Sample ballot form to be sent with members of support staff ballot letter

School Stamp (Use coloured ink)

Ballot paper number

Name of School

STAFF GOVERNOR ELECTION: BALLOT PAPER

VOTE FOR NO MORE THAN 1 CANDIDATE

	Candidates Name	<i>x</i>
1		
2		
3		

NOTE: All ballot papers must be returned by no later than the end of the school day on XX.

Ballot papers received after this time and date will not be counted.

Sample letter to be sent on school letter headed paper to members of support staff following the election

Dear members of the support staff

Staff governor election results

The following staff governor has been duly elected by the members of support staff of this school:

Name

The announcement of the result of the election was made on XX and the successful candidate will take up their position on XX.

Yours sincerely

Headteacher