

Managing the membership of the board

Parent governor or trustee election template forms

How to use this collection of documents

This collection of documents is intended to help you support the carrying out of elections for parent or staff governors or trustees and has therefore been created in Word so that you can download and edit the templates easily.

The templates will need to be adapted for your setting.

They can also be adapted to be used for staff governor elections in maintained or academy trust settings, for example some MATs do have elected staff governors at local tier level.

This resource contains the following template documents and list

1. Model nomination letter
2. Model nomination form
3. Model ballot letter
4. Model ballot paper
5. List of qualifications and disqualifications to serve as a maintained school governor
6. List of qualifications and disqualifications to serve as an academy trustee

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1. Model nomination letter

Dear Parent/Carer,

PARENT GOVERNOR ELECTION

I am writing to you to invite you to stand for election as a parent governor, or nominate another parent to do so. In our school we have provision for <insert number> parent governor(s) and there is/are currently <insert number> vacancy/vacancies.

The governing body, with the headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the governing body's work. However, we would particularly welcome nominations from parents with the following skills <description of desired skills>. Training is available for all governors and this governing body has an expectation that those new to being a governor, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than <insert date>. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Returning Officer

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2. Model nomination form

ELECTION OF PARENT GOVERNORS

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent governor.

I confirm (i) that I am willing to stand as a candidate for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012.

Signature.....

Date.....

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Completed nomination forms must be returned to the school by *<insert date>*

3. Model ballot letter

Dear Parent/Carer

PARENT GOVERNOR ELECTION

I wrote to you on *<insert date>* to invite nominations for the vacancy/vacancies for a parent governor/parent governors.

I am delighted to say that there has been a good response and there are *<insert number>* candidates for the *<insert number>* vacancy/vacancies. This means we must now hold a ballot.

Attached to this letter is:

- a ballot paper with the names of the candidates (in alphabetical order)
- a copy of the personal statements from the candidates who are *<insert parents' names>*

You may vote for up to *<insert number equal to the number of vacancies>* of the candidates. Each parent can submit one ballot paper, regardless of the number of pupils you have attending the school. As indicated on the ballot paper you should vote by marking an 'X' alongside the name(s) of the parent(s) you support.

Once you have marked the ballot paper you should seal it in the envelope. This should then be put in the ballot box, which can be found *<named location, e.g. school foyer>* by *<date ending 10 school days from the date of this letter>*. If it is not possible for you to vote in person, please return to the following address: *<insert address for returning officer>*.

The election will be decided by a simple majority of votes cast. In the event of a tie, lots will be drawn.

When the election has been completed, I will let you know the outcome. If, in the meantime, you have any queries, please let me know.

Yours faithfully,

Returning Officer

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4. Model ballot paper

NB: This ballot paper includes the candidates' personal statements in the same document. You may choose to provide these as a separate document.

ELECTION OF PARENT GOVERNORS <INSERT SCHOOL NAME>

There are <insert number> vacancies for parent governors. You may vote for <insert number> candidates, but NOT vote more than once for each candidate.

Candidates

<Insert a copy of candidates' personal statements>

.....

Election of parent governors – *<insert school name>*

| Candidate | Mark an 'X' to indicate your vote |
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5. Maintained schools: qualifications and disqualifications to serve as a school governor

1. A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.
2. A person is disqualified from election or appointment as a parent governor if s/he:
 - is employed at the school for more than 500 hours in any 12 consecutive months;
 - is an elected member of the Local Authority.
3. A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:
 - is a registered pupil at the school;
 - has failed to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months;
 - has been disqualified for failing to attend governing body meetings at the school without the consent of the governing body, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor at the school in the last 12 months;
 - has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
 - is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
 - is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
 - has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
 - is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);

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- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;
- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;

- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor;
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor;
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate.

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6. Academy trusts: Qualifications and disqualifications to serve as a trustee

Unlike maintained schools, all categories of trustees in academies are subject to the same disqualifications as one another – there are no further disqualifications applied in the model articles with respect to parent or staff governors. Although, individual articles should be referred to.

Trustees and members of local governing committees will be disqualified from holding or continuing to hold office as trustee or local governing committee member, on the following grounds:

- They are under the age of 18;
- They are currently a pupil at the academy;
- They have failed to attend meetings within a six month period without apologies being accepted by the trustees;
- They are subject to a bankruptcy restrictions order or interim order ; interim bankruptcy restriction order; a debt relief restrictions order; an interim debt relief restrictions order; or they have been declared bankrupt and/or their estate has been repossessed for the benefit of creditors and the declaration or seizure has not been discharged, annulled or reduced;
- They have been disqualified as a company director or failed to make a payment under a county court administration order;
- They have been disqualified as a charity trustee; found to be unsuitable by the Secretary of State; or ceases to be a trustee under any provision in the Companies Act 2006;
- They have been removed as a charity trustee on the ground of misconduct or mismanagement;
- They have been convicted of any criminal offence except for those ‘spent’ under the Rehabilitation of Offenders Act 1974, or those for which the maximum sentence is a fine or lesser sentence unless they have been convicted of an offence outlined in Section 178 of the Companies Act 2011;
- They have not provided an enhanced Disclosure and Barring Service (DBS) check to the chair; or where they have, the chair, chief executive officer or principal or Secretary of State determines that their unsuitability to work with children renders them disqualified;
- They become incapable by reason of illness or injury of managing or administering his own affairs.

A disqualified person must give written notice of their disqualification to the clerk or other governance professional whether or not they are currently in office, or due to be appointed.