



# **Parent Governor Elections and Appointments to Local Governing Bodies**

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## **Diocese of Gloucester Academies Trust**

Version 3 – January 2018



## **Election/Appointment Procedure of Parent Governors**

### **Roles and Responsibilities**

The Diocese of Gloucester Academies Trust (DGAT) Directors have overall responsibility for academy governance in any DGAT academy and are the ultimate decision-making authority for all the work of the organisation.

The Memorandum and Articles of Association provide for the appointment of a Local Governing Board (LGB) who, under the direction of the Directors, will have certain delegated powers to run the academy on behalf of the Directors. Amongst the membership of the Local Governing Board there is provision for the appointment of elected parent governors.

### **Qualification for Election**

Parent governors are elected by parents/carers of registered pupils at the Academy and must be a parent/carer of a pupil at the Academy at the time of election.

The Returning Officer will make all the necessary arrangements for the election of the parent governors, including any question of whether a person is a parent of a registered pupil at the Academy. The Trust defines a parent/carer as *“the actual parents of a child and any person [i.e. an individual, but not a public or voluntary organisation] who is not an actual parent but who has parental responsibility for the child or who has care for the child”*. Thus a child may have more than two eligible parents.

## **Election procedure**

### **Returning Officer**

Responsibility for the process will be with the nominated ‘Returning Officer’. The Principal will usually act as Returning Officer, a function formally delegated by the Trust.

### **Nominations**

Where a vacancy for a parent governor is required to be filled by election, the Returning Officer will take such steps as are reasonably practical to secure that every person who is known to them to be a parent/carer of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election. In addition parents/carers will be informed that they are entitled to stand as a candidate, and vote at the election, and will be given an opportunity to do so.

A letter must be sent by the Returning Officer to all parents notifying them that there is a parent governor vacancy on the LGB. The letter should include information about the voting procedure, together with a notice of the time and date by which expression of interest forms should be returned. The letter should invite nominees to submit, using the form, a short statement, (maximum 1 side of A4) which will be circulated to parents in the event of more nominations than vacant posts being received and a ballot then required.

DGAT academies will not publish or assist with the distribution of manifestos or provide lists of voters to candidates.

### **Disqualification**

All nominees will be asked to sign a declaration of eligibility before any election is organised.

### **Ballot Process**

If more nominations than vacant posts are received a ballot will need to be conducted. Elections will be by a secret ballot.

A letter giving details of the voting procedure, together with a ballot paper will be distributed to each parent. (Examples attached) **Each parent/carer should have one vote for each vacancy**, irrespective of the number of children s/he has at the academy.

A ballot box will be available at the Academy reception for the purposes of collecting in returned forms. All ballot papers must be returned in an enclosed envelope which is marked 'Parent Governor Elections'.

### **Election Period**

The Returning Officer will determine the election period and this should not exceed two weeks.

All papers relating to the election (including disallowed ballot papers) should be kept securely for three months in case the election result is challenged. .

### **Elected Unopposed**

In the event of the number of parents standing for election not exceeding the number of vacancies, the nominees are elected automatically as parent governors.

### **Count of Votes/Ballot Papers**

The Returning Officer at the closing date for return of ballot papers should arrange for candidates and a member of the LGB to have the opportunity to be present at the verification and count of ballot papers. The number of ballot papers issued and returned should be recorded to monitor participation and verify the result.

The Returning Officer determines whether ballot papers are valid. Votes should be allowed where the voters' intention is clear. The election should be decided by a simple majority of votes cast. In the event of a tie the Chair of the LGB, in consultation with the Academy Directors, will determine which of the nominees' skill set will best complement the existing governing body.

All parents will be informed in writing of the outcome of the election.

### **Administration**

The names and addresses of those elected and the date of the election will be notified to the clerk to the LGB without delay. The clerk will issue formal letters of election. The clerk will also inform the Academy Trust of the appointment by forwarding copies of the completed expression of interest form and election letter to the Strategic Lead for Governance, who in turn will issue a letter of confirmation on behalf of DGAT.

The date of appointment is either the closing date for nominations where a candidate is elected unopposed or the date of the ballot if more candidates than vacancies were received. Where the Academy is newly opened, the date of appointment will correspond to the date that the school changes status.

### **If no parents stand for election**

If vacancies for parent governors still exist after an election procedure has been followed, the Trust may appoint the required number of parent governors from parents of children of compulsory school age, preferably, although not necessarily, with children at the school.



Dear Parent/Carer

Date

### **Election of Parent governors**

I am delighted to be able to enclose an information booklet (including ballot paper) for the election of parent governors to the Local Governing Body at XXX Church of England Primary Academy.

The total number of votes each parent or carer may cast equates to the number of vacancies for parent governors on the Local Governing Board. As there are currently X vacancies, each parent/carers will have X votes. All ballot papers must be returned in the enclosed envelope which is marked 'Parent Governor Elections'. All ballot papers will remain anonymised and will be separated from the envelopes before counting

A ballot box will be placed in the school reception. All ballot papers must be returned to the school reception by 12 noon on XXX.

The election will be decided by a simple majority of votes cast. In the event of a tie, the Chair of the Local Governing Body, in consultation with the Academy Directors will determine which of the nominees' skill set will best complement the existing governing body.

When the election has been completed, I will write to you again to let you know the outcome. If, in the meantime, you have any queries, please do not hesitate to contact me as Returning Officer.

Yours sincerely

Name  
Role

Returning Officer



## XXX C of E Primary Academy

### Parent Governor Election ballot paper (Insert date)

To vote, place one single tick next to the name of the person you wish to be elected as a Parent Governor at XXX C of E Primary Academy.

The total number of votes each parent or carer may cast equates to the number of vacancies for parent governors on the Local Governing Board. In this election, parents may cast **X** votes (however, you may not cast more than one vote for a single candidate).

Only one mark should be made next to any one name – any ballot papers with more than two marks or other distinguishing features will be classed as ‘spoilt’.

**Insert Name**

**Insert Name**

**Insert Name**

**Insert Name**

All ballot papers **must** be returned to the Returning Officer, *Insert name*, by **Time on Date**.



## **Local Governing Body**

The Diocese of Gloucester Academies Trust (DGAT) is now in a position to appoint a Local Governing Body (LGB) who will have day to day oversight of the academy business. Whilst the Academy Directors are ultimately accountable to the Secretary of State for Education for the quality of provision within the school, it is the responsibility of the Directors to appoint the LGB, who will compose local community members, foundation members, staff and parents.

There is the opportunity for X elected parents to join the LGB. We would therefore welcome expressions of interest from parents who would like to stand for election and help shape the future success of the school. All parents/carers of pupils who will be educated at the academy are eligible to stand for election as local governors. As the academy will not open until *insert date*, we cannot organise the formal election until the academy opens; however, in order to ensure that parents who may be interested in formally standing are fully informed about the school and the expectations of DGAT, we invite parents/carers, who may wish to stand for election, to complete the attached expression of interest form. The information provided in the main body of this application form will then be shared with the wider parent body as part of the election process, should you decided to proceed and stand for election.

Please ensure that all application forms are submitted to XX by *Insert date*.

With best wishes

*Invitation to express interest to stand for Election/Appointment as Parent Governor  
(only to be used before conversion if appropriate)*