



Knowle CE Primary Academy

Procedure for Parent Governor Elections

As laid down in the Academy's Articles of Association (Article 54):

The Governing Body shall make all necessary arrangements for, and determine all other matters relating to, an election of Parent Governors, including any question of whether a person is a parent of a registered pupil at the Academy. Any election of Parent Governors which is contested shall be held by secret ballot.

Article 56 states:

Where a vacancy for a Parent Governor is required to be filled by election, the Governing Body shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the Academy is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

The procedure for Parent Governor Elections is informed by historical guidance provided by Solihull Metropolitan Borough Council, when the school was still maintained by the LA and, post academy, by any revised LA guidance, the National Governors' Association guidance and the Key, a national advisory service for schools.

PROCESS

1. On the retirement, resignation or cessation of the term of office of a Parent Governor, the Clerk to the Governing Body initiates the procedure to elect a replacement.
2. The Clerk agrees an appropriate timetable for the process, aligned to the school diary.
3. All parents are informed by letter, via the eldest child, of how many vacancies there are; an explanation of the basic role of a governor and an

invitation for potential candidates to request a Parent Governor Nomination Form (via email). A deadline for the return is provided.

4. Requested Nomination Forms are sent by email along with an Academy Governor Information Sheet.
5. Subject to receiving more nominations than there are vacancies candidates are informed by letter that a ballot will need to be held and an Eligibility Form is enclosed for return.
6. All parents are then sent Election Papers via the eldest child. Where it is known that there is a 'split family', single election papers are sent via the eldest child and another set is posted out. All parents are informed and able to vote. Election envelopes contain a covering letter, statements from candidates, ballot paper (2), 2 plain envelopes, 1 envelope with label for returning. A 'double envelope procedure' is used to maintain the integrity of the secret ballot.
7. A letter is sent to the candidates informing them of the time and date of the ballot count and inviting them or a representative to witness the count.
8. The ballot count is administered by the Clerk to the Governing Body (Returning Officer) supported by members of the Governing Body.
9. Each labelled envelope is checked against the 'Eldest Child' list to ensure eligibility to vote. Labelled envelopes are opened and unmarked, sealed envelopes placed for counting. **Any ballot paper that is not enclosed in the sealed envelope will be deemed a 'spoiled paper'.**
10. Sealed envelopes are opened and count begins. **Any ballot paper that has been marked other than with one cross will be deemed a 'spoilt paper'.** The outcome of the vote is decided by the simple majority vote system.
11. All candidates are then informed of the outcome.
12. Election results are ratified by the Governing Body at the next appropriate meeting.
13. All parents are then informed of the outcome.