



Governor Recruitment Policy

Reviewed on:	January 2026
Date for Review:	January 2029
Governors responsible:	Chair of Governors, Training and Development Governor
Governing Committee Responsible:	P&P

This policy covers the recruitment of co-opted governors, parent governors and staff governors.

Standing order for the appointment of co-opted governors

Co-opted governors are appointed by the governing body (GB). They are people who in the opinion of the GB have the skills required to contribute to the effective governance and success of the school.

The board may choose to advertise the vacancy locally and also as broadly as possible in order to reach as wide an area as possible; this should include governance recruitment services such as Governors for Schools, creating a diverse governing body as advocated by DfE in the Governance Guides.

When advertising, the GB should consider including the skills that the GB has identified that it needs via its current skills audit in the advert. This expertise would enable the GB to work more effectively.

Priority should be given to candidates who can demonstrate and/or evidence that they have the skills that the GB has identified that it needs; the GB could agree that this is by interview or presentation to the GB or alternatives as appropriate (see 5 below)

Where there are more candidates than vacancies, the candidates could be asked to prepare a brief statement of no more than (suggested) 250 words, explaining why they wish to be appointed and their suitability for the role.

Candidate statements should be circulated to all members of the GB prior to the full GB meeting at which any appointment will be considered.

At the subsequent full meeting of the GB, governors are to be invited to vote as agreed by the GB (by either a show of hands or by secret ballot); the process is to be managed by the governance professional.

In the event of a tie, the governors may agree to discuss the nominations in more depth and take a further vote; however as explained in 2013 Roles, Procedures and Allowances Regulations (14.4) where there is an equal division of votes, the chair, or the person who is acting as chair for the purposes of the meeting (provided that such person is a governor), will have a second or casting vote.

The governance professional/clerk should announce the result, with the candidate polling the most votes being duly appointed.

The minutes should clearly reflect the process of voting and the outcome.

The governance professional/clerk should be tasked with advising the successful candidate/s, advising the unsuccessful candidate/s, and the Local Authority (via Governor Services GovernorHub platform), and arranging for the school to update the school website and [GIAS](#).

The governance professional/clerk should be tasked with commencing the legally required documentation (governor legal declaration, declarations of interest etc.) and requesting the school set up a governor email address.

The governance professional/clerk should inform the school of the appointment and provide contact details so that the school can make contact to commence the DBS and section 128 check (must apply within 21 days of appointment/election for LA maintained schools and are completed before, or as soon as practicable after, any individual takes up their position for

academies) The progress and timeline should be monitored by the governance professional/clerk for compliance.

The GB should arrange to commence the governing body's own induction process including ensuring the DBS and section 128 processes are completed.

Maintained schools - model election procedure for parent governors

All governors regardless of their stakeholder group are elected or appointed with one common purpose – to govern the school in the best interest of pupils. Parent governors are no exception. They are not elected to represent their stakeholder group but are elected in order to contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the school, contributing to strategic discussion, holding senior leaders to account by monitoring school performance and ensuring money is well spent.

Having governing body members who bring different perspectives and knowledge to the governing body strengthens it. Elections can provide a useful device for ensuring that not all members of the governing body are appointed and that those with different views are able to join the governing body. Irrespective of how governors come into post, it is crucial that they are confident in their role, committed to asking challenging questions and equipped with the confidence to have the courageous conversations essential for good governance being achieved.

When a vacancy for a parent governor arises is necessary to carry out an election process. This process will need to ensure that invitations for nominations and subsequent ballot (voting) where necessary, are sent to **all eligible parents**; schools are required to keep a register of people with parental responsibility (Education Act 1996, s.434).

The governance professional/clerk *may* be asked to assist in the administration of the election procedure depending on the schools 'appropriate authority':

The School Governance (Constitution) (England) Regulations 2012 – Regulation 6, Schedule 1,

“Appropriate authority” means—

*(a) in relation to a **community school, a community special school(b), a maintained nursery school or a voluntary controlled school**, the local authority; and*

*(b) in relation to a **voluntary aided school, foundation school or foundation special school**, the governing body.*

In a **community school, a community special school, a maintained nursery school or a voluntary controlled school**, the Local Authority responsibility for the process remains with the 'returning officer'. In Kent, the Local Authority delegates this task to the headteacher.

In **voluntary aided schools, foundation schools or foundation special schools**, the governing body as the appropriate authority, must make all the necessary arrangements for the election of parent governors. *(It would be appropriate to confirm the returning officer in full governing body minutes; this would include any delegation of responsibility to the headteacher to act as the returning officer).*

Involvement of the governance professional/clerk in the election process would be dependent on factors such as whether the governance professional/clerk works in the school in another role (thereby having access to the parental register – UK General Data Protection Regulations [UK GDPR]), time availability and governing body agreed associated costs.

The Regulations provide an entitlement for parents to vote by post, including delivery by hand, but also provides for the opportunity to vote by electronic means. Use of such a system must not preclude voting by post or delivery by hand but should be an extension of the process.

Some schools have chosen to allow parents to vote using an online election system and whilst this is permissible under the Regulations, governing bodies will need to be satisfied that the integrity of the secret ballot is maintained. The key things to think about when considering opting for an electronic voting system include:

- a cross-referencing mechanism to account for those parents voting online and those voting by paper, in order to avoid multiple entries from individuals
- an authentication procedure to ensure that only those eligible to vote, actually do so and can only do so once
- data protection - the school would have to be clear about how personal information may be stored and used by such a system and ensure that this is made clear to parents
- school resources in terms of set up, maintenance and staffing costs.

Many parents use social media and may use this as a canvassing tool to garner support. The school cannot prevent parents from using social media - indeed this may be a good way for the school to raise awareness of the school governor role; additionally, and with candidate/s permission/s, it could be a good idea to place the full range of candidate information on the school website.

The following assumes the use of the traditional paper/envelope method of communication and is a summary of the election procedure and where necessary, the ballot (voting) procedure for parent governors.

Parent governor election procedure

Returning officer

In a **community school, community special school, maintained nursery school or a voluntary controlled school**, the headteacher should act as returning officer to conduct these elections, a function delegated by the Local Authority.

In **voluntary aided schools, foundation schools or foundation special schools**, the governing body as the appropriate authority, should identify the returning officer.

Election period

The returning officer shall determine an election period as soon as possible, this should not be less than 10 school days.

All papers relating to the election (including envelopes and disallowed ballot papers) should be kept for a period of six months after the election, in case the election result is challenged. The number of ballot papers issued, and the number returned at each election should be recorded to monitor participation.

Nominations

Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination form.

Schools **must not** publish or assist with the distribution of manifestos or provide lists of voters to candidates.

A letter seeking nominations:

must be sent by the returning officer to all parents notifying that a parent election is required, inviting nominations on an enclosed nomination form (see example letter and nomination form):

The School Governance (Constitution) (England) Regulations 2012, Regulation 6. Schedule 1)

Where a vacancy for a parent governor arises, the appropriate authority must take such steps as are reasonably practicable to secure that every person who is known to them to be a parent of a registered pupil at the school, and where the school is a maintained nursery school, a parent of a child for whom educational or other provision is made on the premises of the school (including any such provision made by the governing body under section 27 of EA 2002(a)

- should include information about the election and ballot (voting) procedures, together with a notice of the time and date by which forms should be returned (this being the closing date and time of the election, and additionally the ballot when one is necessary)
- the expectations and credentials of prospective candidates should be made clear see [Maintained Schools Governance Guidance](#)
- should invite nominees to submit a short statement (maximum and strictly no more than 250 words), which will be circulated to all eligible parents in the event of more nominations being received than vacant posts, a ballot (vote) thereby being required.

Disqualification

The circumstances which disqualify persons seeking to become a governor (elected or otherwise) are laid down in the following regulations; please ensure this information is circulated with the letter and nomination form (see pages below):

[The School Governance \(Constitution\) \(England\) Regulations 2012](#)

[The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2017](#)

For parent governors this includes a person who is:

- an elected member of the Local Authority
- paid to work at the school for more than 500 hours in any twelve consecutive months.

Elected unopposed

In the event that the number of parents standing for election does not exceed the number of vacancies, the nominees are elected automatically as parent governors; this will be the start date of their term of office.

Ballot process

If more nominations than vacant posts are received a ballot (vote) will need to be conducted. The ballot must be a secret ballot as required by *The School Governance (Constitution) (England) Regulations 2012, Regulation 6, Schedule 1*.

A letter providing details of the voting procedure, including the closing date and time, together with a ballot paper (see example) and two envelopes, **should be distributed to each parent** (as mentioned page 1 of this document).

Each eligible parent should have one vote for each vacancy, irrespective of the number of children s/he has at the school.

It is recommended that a secure ballot box is provided to enable parents to place their ballot (voting) papers. Parents should be advised of other arrangements as necessary.

Each ballot paper **could be** stamped or endorsed for security; it is recommended that ballot (voting) papers are produced on coloured paper.

To uphold the integrity of the secret ballot process, each ballot (voting) paper should be:

- returned in a sealed, unmarked envelope

the sealed, unmarked envelope should be placed in a second, outer envelope which is clearly marked with:

- 'Parent Governor Election'
- the name and address of the voter
- the name(s) of the voter's child(ren)
- this second outer envelope should be signed across the seal.

Count of ballot papers (votes)

The returning officer, in preparation for the ballot closing date and time, should arrange for candidates to have the opportunity to be present at the verification and count of ballot papers.

It is recommended that least one governor is present for validation of the process.

The number of ballot papers issued and returned should be recorded to verify the result.

The returning officer determines whether ballot papers are valid.

Votes should be allowed where the voter's intention is clear.

The election should be decided by a simple majority of votes cast.

In the event of a tie, lots should be drawn in front of witnesses.

Should a candidate not be present at the count, the returning officer should inform the candidate individually of the result.

The returning officer should notify the governance professional/clerk of the name(s) of the successful candidate(s).

Arrangements should be made for the school to inform the parent community via the school website and/or school newsletter

All papers relating to the election (including envelopes and disallowed ballot papers) must be kept for six months in case the election result is challenged.

Maintained nursery or special resource provision

In schools with a maintained nursery or special resource provision, the parents of children attending the provision can take part in parent governor elections in the same way as all other parents at the school (as mentioned in page 1 of this document).

Additional guidance notes

The names and addresses of those elected and the date of the election must be notified by the returning officer to the governance professional/clerk without delay.

Upon receipt of information from the returning officer, the governance professional/clerk is responsible for issuing formal letters of introduction, initiating the Disclosure and Barring Service Check (DBS/section 128 check) and legal documentation to the new parent governor; the governance professional/clerk will also inform the Local Authority.

The new parent governor term of office start date is either:

- the closing date for nominations where a candidate is elected unopposed
- the date of the ballot if more candidates than vacancies were received.

If vacancies for parent governors still exist after an election procedure has been followed, the governing body **must appoint** the required number of parent governors in line with '*The School Governance (Constitution) (England) Regulations 2012*' Regulation 6, Schedule 1, 9, 10 & 11).

Model letter

Parent governor election - inviting nominations

This is a suggested format only. In certain cases, you may feel that a more informal approach is appropriate, you could perhaps include a few words from the retiring parent governor or from a currently serving parent governor about the role, the commitment, the training expectations/provision, desired skills and/or willingness to be trained/developed etc.

Dear Parent/Carer

Election of parent governors

I am writing to invite you to consider standing for election as a parent governor for this school; we currently have (insert number here) parent governor vacancy/vacancies.

Every Local Authority maintained school has a governing body, which includes a number of categories of governors including parent governors. Parent governors are elected to serve for a period of (insert length of term of office here), though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school; amongst many duties governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The core functions of the governing body include, but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources.

No special qualifications are needed, the most important thing is to have a keen interest in the school and be prepared to give time to play an active part in the governing body's work. In order to support governors in their work full training is provided at no cost to the individual.

In our school we have (insert number here) parent governors who serve for a term of office of (insert number here) years. The full governing body normally meets (insert number here) times per a term, usually at (insert time here). In addition, there may be committee meetings held each term, specific arrangements will depend on the model of governance adopted by the governing body. Governors are required to have Disclosure and Barring Service (DBS) and section 128 checks – which must be started within 21 days of appointment/election.

At this moment in time, we are ideally looking for any parent with the following skills, or a parent who would be prepared to be developed in this/these areas (list the skills that you require here):

If you would like to stand for election, please complete the attached form and return it to me within 10 school days, i.e., by (insert date and time here).

You may wish to propose another parent and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a parent governor, your skills and the contribution you believe you could make to the governing body.

If the number of nominations received is equal or less than the number of vacancies, the nominee(s) will automatically be elected as parent governors, subject to a satisfactory DBS/section 128 checks; if there are more nominations than vacancies, a ballot (vote) will be held, and copies of the personal statements will be sent to all parents; 10 school days will be allowed for the return of ballot papers.

Each eligible parent will have one vote for each vacancy, irrespective of the number of children they have at the school. The ballot paper and two envelopes will be distributed to each eligible parent. Each ballot paper will be stamped or endorsed for security and/or produced on coloured paper. Ballot papers would be returned in the inner, unmarked envelope, which should in turn, be placed in the outer envelope; the outer envelope should be clearly marked with:

- 'Parent Governor Election'
- the name and address of the voter
- the name(s) of the voter's child(ren)
- the voter's signature across the seal.

I do hope you will consider standing as a governor or perhaps nominating another parent/carer (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a school governor, please contact a member of our governing body or myself for more information via the school office.

Yours sincerely

Headteacher/Returning Officer

(Insert name here)

Encs. (List enclosures here, e.g., model parent governor election nomination form, indicative school governance qualifications and disqualifications)

Model parent governor election - nomination form

Election of parent governors

Please return this form to the school named below within 10 school days of the date of the covering letter i.e., by (insert date and time here).

Further nomination forms can be obtained from the school office.

In certain circumstances a person is disqualified from holding or continuing to hold office as a school governor, an indicative list is attached.

DBS/section 128 checks must be commenced within 21 days of election/appointment for LA maintained schools

Academies should 'ensure that identity checks are completed before, or as soon as practicable after, any individual takes up their position' - KCSIE 2024 para.328

The term of office for the successful candidate runs from date of completion of election process.

Name of the school: **(Insert school name here prior to printing)**

Please enter in BLOCK LETTERS your name and address

(You must be the parent/carer of a child registered in the school)

Name

Address

Signature of nominee – I confirm that I am willing to stand as a candidate for election and that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 or The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017:

Parent/Carer of (name of child/ren)

Signature of proposer (only complete if you are proposing another parent)

Name and address (only complete if you are proposing another parent)

Parent/Carer of (name of child/ren, only complete if you are proposing another parent)

We would ask that you include a statement of strictly no more than 250 words to support your application.

In the event that there are more nominations than vacant positions, your statement will be sent to all parents of children at the school and/or may be placed on the school website (the term "parent" includes guardians, foster parents and any person who has actual custody of a child registered at the school)

Maximum 250 words

Indicative school governance qualifications and disqualifications

General

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.

A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.

Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.

Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the governing body unless the disqualification is under paragraphs 1 or 2 of this Schedule.

Disqualification criteria for categories of governor

(1) A person is disqualified from election or appointment as a parent governor of a school if the person—

- is an elected member of the local authority; or
- is paid to work at the school for more than 500 hours in any twelve consecutive months.

(2) A person (“P”) is not disqualified from continuing to hold office as a parent governor because P ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be) .

A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.

(1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is—

- a parent of a registered pupil at the school
- eligible to be a staff governor of the school
- an elected member of the local authority; or
- employed by the local authority in connection with their education functions.

(2) The disqualification criterion in paragraph 7(1)(d) does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.

Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such a governor.

Failure to attend meetings

(1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

(2) A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

Bankruptcy

A person is disqualified from holding or continuing to hold office as a governor of a school if—

- the person’s estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(a), a debt relief restrictions order or an interim debt relief restrictions order(b).

Disqualification of company directors

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

- a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(c)
- a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002(d)
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
- an order made under section 429(2)(b) of the Insolvency Act 1986(e) (failure to pay under county court administration order).

Disqualification of charity trustees

A person is disqualified from holding or from continuing to hold office as a governor of a school if—

- the person (“P”) has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or to which P contributed or which P facilitated by P’s conduct; or
- the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(f), from being concerned in the management or control of any body.

Disqualification of elected parent or staff governors who have been removed from office

12A. A person is disqualified from holding or continuing to hold office as a governor of a school until the date immediately after the fifth anniversary of the date of their removal as an elected parent or staff governor under these Regulations.

Persons whose employment is prohibited or restricted

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

- included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
- subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
- barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c)
- disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d)
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006(f).

Criminal convictions

(1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

(2) This sub-paragraph applies to a person (“P”) if—

within the period of five years ending with the date immediately preceding the date on which P’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or

since P’s appointment or election as governor or, as the case may be, since P became a governor by virtue of an office, P has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on P for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person (“Q”) if within the period of 20 years ending with the date immediately preceding the date on which Q’s appointment or election as governor would otherwise have taken effect or, as the

case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.

(4) This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

(5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

(6) This sub-paragraph applies to a person ("R") if—

within the period of five years ending with the date immediately preceding the date on which R's appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or

since R's appointment or election as governor or, as the case may be, since R became a governor by virtue of an office, R has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

Refusal to make an application for a criminal records certificate

A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

Example letter

Parent election ballot

Dear Parent/Carer

Election of parent governors

I wrote to you recently to invite you to consider standing for election as a parent governor of this school. Since there have been more nominations than vacancies, we now need to hold a ballot (vote).

Attached to this letter is:

- a copy of the candidates' personal statement
- a ballot paper with the names of the candidates (in alphabetical order)
- 2 Envelopes (to enable secret ballot integrity: 1 inner for ballot paper, 1 outer for voter details).

Each eligible parent/carers is entitled to **one vote for each vacancy**, irrespective of the number of children they have at the school.

Completed ballot papers should be returned to the school by (insert date and time) this being 10 school days from the date of this letter.

Failure to submit your ballot (voting) paper in the following way, may result in your vote not being counted.

Ballot papers should be returned in a sealed, inner, unmarked envelope.

The sealed, unmarked envelope should then be placed in a second, outer envelope.

The second, outer envelope should clearly be marked with:

- 'Parent Governor Election'
- the name and address of the voter
- the name(s) of the voter's child(ren)
- the voter's signature across the seal.

Failure to do so may result in your vote not being counted.

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

When the ballot (vote) has been completed, I will write to you again to let you know the outcome.

If, in the meantime, you have any queries, please let me know.

Yours sincerely

Headteacher/Returning Officer

(Insert name here)

Encs.

List enclosures here e.g.

- a copy of the candidates' personal statement

- a ballot paper with the names of the candidates (in alphabetical order)
- 2 envelopes (to enable secret ballot integrity: 1 inner for ballot paper, 1 outer for voter details).

Example letter for one vacancy

Parent election - ballot form

Election of parent governors

Name of school: (insert school name here prior to printing)

There is vacancy for a parent governor.

You may vote for one candidate.

Candidates:

Mrs Val Brown

I have two children at the school aged 6 and 10. I take an active interest in the church and local affairs, and I am a member of the local WI. Further to the skills specified in the governing body's covering letter, I have the following skills to bring to the work of the board...

Mrs M Jones

I am electrical engineer. I have three children at the school, one boy aged nearly 11 and two girls aged 7 and 9. I help at the local youth centre and have an active interest in the wellbeing of young children.

Mr F Smith

I am 27 and have one child (a boy) aged 6 at the school. My interests are art and craft work and local politics. This year I assisted in the election campaign of an independent councillor. I have no party affiliation.

Ballot - parent governors - (insert school name here prior to printing)

Candidate	You are allowed a maximum of 1 vote Mark 1 'X' only in 1 of the boxes below This will indicate your vote
Mrs Val Brown	
Mrs M Jones	
Mr F Smith	

Example letter for two vacancies

Parent election - ballot form

Election of parent governors

Name of school: (insert school name here prior to printing)

There are two vacancies for parent governors.

You may vote for two candidates - but not more than one vote for each candidate.

Candidates:

Mrs Val Brown

I have two children at the school aged 6 and 10. I take an active interest in the church and local affairs, and I am a member of the local WI. Further to the skills specified in the governing body's covering letter, I have the following skills to bring to the work of the board...

Mrs M Jones

I am electrical engineer. I have three children at the school, one boy aged nearly 11 and two girls aged 7 and 9. I help at the local youth centre and have an active interest in the wellbeing of young children.

Mr F Smith

I am 27 and have one child (a boy) aged 6 at the school. My interests are art and craft work and local politics. This year I assisted in the election campaign of an independent councillor. I have no party affiliation.

Ballot - parent governors - (insert school name here prior to printing)

Candidate	You are allowed a maximum of 2 votes Mark 1 'X' only in 2 of the boxes below This will indicate your 2 votes
Mrs Val Brown	
Mrs M Jones	
Mr F Smith	

Example letter

Parent election results – successful candidate/s

Dear (Insert name here),

Election of parent governor/s

On behalf of the governors, I would like to thank you agreeing to serve as a parent governor at (insert name here).

If you could give me an indication of days and times that suit you, we will then arrange the appointment. At this time, we will be able to give you more information on the role of governor, the times and dates of meetings, a tour of the school and information regarding commencing your DBS/section 128 checks – these checks must be started within 21 days of appointment/election.

We would like to invite you to the next meeting of the full governing body on (insert date and time here

Yours sincerely

Headteacher/Returning Officer

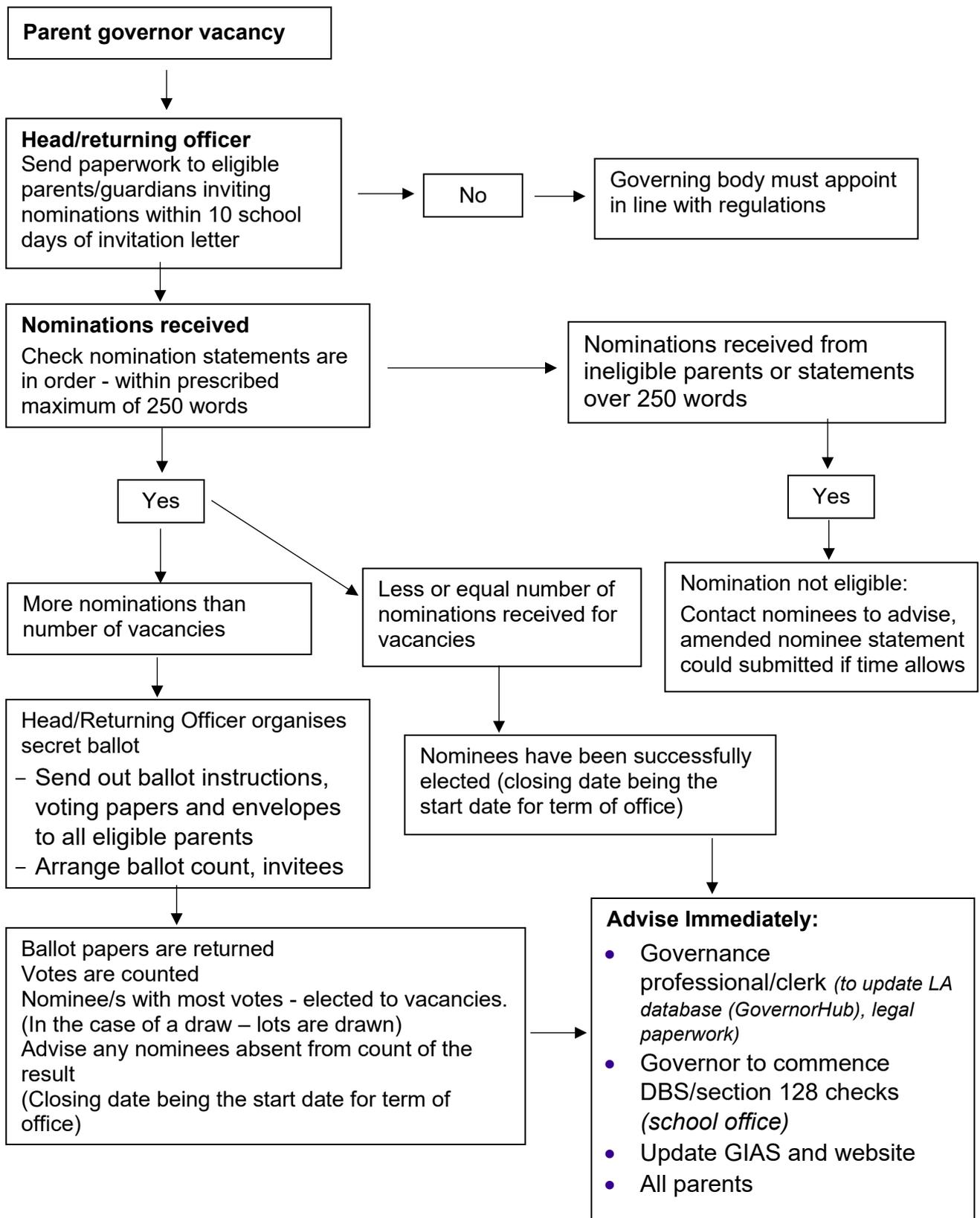
(Insert name here)

cc

Governance Professional/Clerk (insert name here)

Chair of Governors (insert name here)

Flow chart for parent governor elections (inc. ballot)



Model election procedure for staff governors

All governors regardless of their stakeholder group are elected or appointed with one common purpose – to govern the school in the best interest of pupils. Staff governors are no exception. They are not elected to represent their stakeholder group but are elected in order to contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the school, contributing to strategic discussion, holding senior leaders to account by monitoring school performance and ensuring money is well spent.

Having governing body members who bring different perspectives and knowledge to the governing body strengthens it. Elections can provide a useful device for ensuring that not all members of the governing body are appointed and that those with different views are able to join the governing body. Irrespective of how governors come into post, it is crucial that they are confident in their role, committed to asking challenging questions and equipped with the confidence to have the courageous conversations essential for good governance being achieved.

When a vacancy for a staff governor arises is necessary to carry out an election process. This process will need to ensure that invitations for nominations and subsequent ballot (voting) where necessary, are sent to **all eligible members of staff**.

The School Governance (Constitution) (England) Regulations 2012, 1.2 Staff governors (regulation 7., schedule 2)

Teaching and support staff who, at the time of election, are employed by either the governing body or the Local Authority to work at the school under a contract of employment, are eligible to be staff governors.

Staff governors are elected by the school staff.

Staff governors cease to hold office when they cease to work at the school.

The governance professional/clerk *may* be asked to assist in the administration of the election procedure depending on the schools 'appropriate authority':

The School Governance (Constitution) (England) Regulations 2012 – Regulation 6, Schedule 1,

“Appropriate authority” means—

*(a) in relation to a **community school, a community special school(b), a maintained nursery school or a voluntary controlled school**, the Local Authority; and*

*(b) in relation to a **voluntary aided school, foundation school or foundation special school**, the governing body.*

In a **community school, a community special school, a maintained nursery school or a voluntary controlled school**, the Local Authority responsibility for the process remains with the 'returning officer'. In Kent, the Local Authority delegates this task to the headteacher.

In **voluntary aided schools, foundation schools or foundation special schools**, the governing body as the appropriate authority, must make all the necessary arrangements for the election of staff governors. *(It would be appropriate to confirm the returning officer in full governing body minutes; this would include any delegation of responsibility to the headteacher to act as the returning officer).*

Involvement of the governance professional/clerk in the election process would be dependent on factors such as whether the governance professional/clerk works in the school in another role (thereby having access to the staff register), time availability and governing body agreed associated costs.

The following assumes the use of the traditional paper/envelope method of communication and is a summary of the election procedure and where necessary, the ballot (voting) procedure for staff governors.

Staff governor election procedure

Returning officer

In a **community school, community special school, maintained nursery school or a voluntary controlled school**, the headteacher should act as returning officer to conduct these elections, a function delegated by the Local Authority.

In **voluntary aided schools, foundation schools or foundation special schools**, the governing body as the appropriate authority, should identify the returning officer.

Election period

The returning officer shall determine an election period as soon as possible, this should not be less than 10 school days.

All papers relating to the election (including envelopes and disallowed ballot papers) should be kept for a period of six months after the election, in case the election result is challenged. The number of ballot papers issued, and the number returned at each election should be recorded to monitor participation.

Nominations

Staff may self-nominate but if a staff member wishes to nominate another member of staff, they should seek their approval before submitting the nomination form.

Schools **must not** publish or assist with the distribution of manifestos or provide lists of voters to candidates.

A letter seeking nominations:

must be sent by the returning officer to all staff notifying that a staff election is required, inviting nominations on an enclosed nomination form (see example letter and nomination form):

- should include information about the election and ballot (voting) procedures, together with a notice of the time and date by which forms should be returned (this being the closing date and time of the election, and additionally the ballot when one is necessary)
- the expectations and credentials of prospective candidates should be made clear see the [Maintained School Governance Guide](#)
- should invite nominees to submit a short statement (maximum and strictly no more than 250 words), which will be circulated to all eligible staff in the event of more nominations being received than vacant posts, a ballot (vote) thereby being required.

Disqualification

The circumstances which disqualify persons seeking to become a governor (elected or otherwise) are laid down in the following regulations; please ensure this information is circulated with the letter and nomination form (see pages below):

[The School Governance \(Constitution\) \(England\) Regulations 2012](#)

[The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2017](#)

Elected unopposed

In the event that the number of staff standing for election does not exceed the one vacancy available, the nominee is elected automatically as staff governor; this will be the start date of their term of office.

Ballot process

If more nominations than the one vacant post is received a ballot (vote) will need to be conducted. The ballot must be a secret ballot as required by *The School Governance (Constitution) (England) Regulations 2012, Regulation 6, Schedule 1*.

A letter providing details of the voting procedure, including the closing date and time, together with a ballot paper (see example) and two envelopes, **should be distributed to each member of staff** (as mentioned page 1 of this document).

Each member of staff should have one vote for the vacancy.

It is recommended that a secure ballot box is provided to enable staff to place their ballot (voting) papers.

Each ballot paper **could be** stamped or endorsed for security; it is recommended that ballot (voting) papers are produced on coloured paper.

To uphold the integrity of the secret ballot process, each ballot (voting) paper should be:

- returned in a sealed, unmarked envelope

the sealed, unmarked envelope should be placed in a second, outer envelope which is clearly marked with:

- 'Staff Governor Election'
- the name of the voter
- this second outer envelope should be signed across the seal

Count of ballot papers (votes)

The returning officer, in preparation for the ballot closing date and time, should arrange for candidates to have the opportunity to be present at the verification and count of ballot papers.

It is recommended that least one governor is present for validation of the process.

The number of ballot papers issued and returned should be recorded to verify the result.

The returning officer determines whether ballot papers are valid.

Votes should be allowed where the voter's intention is clear.

The election should be decided by a simple majority of votes cast.

In the event of a tie, lots should be drawn in front of witnesses.

Should a candidate not be present at the count, the returning officer should inform the candidate individually of the result.

The returning officer should notify the governance professional/clerk of the name(s) of the successful candidate(s).

Arrangements should be made for the school to inform the staff.

All papers relating to the election (including envelopes and disallowed ballot papers) must be kept for six months in case the election result is challenged.

Maintained nursery or special resource provision

In schools with a maintained nursery or special resource provision, the staff can take part in staff governor elections in the same way as all other staff at the school (as mentioned in page 1 of this document).

Additional guidance notes

The names and addresses of those elected and the date of the election must be notified by the returning officer to the governance professional/clerk without delay.

Upon receipt of information from the returning officer, the governance professional/clerk is responsible for issuing formal letters of introduction and legal documentation to the new staff governor; the governance professional/clerk will also inform the Local Authority.

The new staff governor term of office start date is either:

- the closing date for nominations where a candidate is elected unopposed
- the date of the ballot if more nominations than the one vacancy were received.

Model letter

Staff governor election - inviting nominations

This is a suggested format only. In certain cases, you may feel that a more informal approach is appropriate, you could perhaps include a few words from the retiring staff governor or from a currently serving staff governor about the role, the commitment, the training expectations/provision, desired skills and/or willingness to be trained/developed etc.

Dear Staff member

Election of staff governors

I am writing to invite you to consider standing for election as a staff governor for this school.

Every Local Authority maintained school has a governing body, which includes a number of categories of governors including staff governor. Staff governors are elected to serve for a period of (insert length of term of office here), though they may resign at any time.

Together with the headteacher, the governing body has overall responsibility for the running of the school; amongst many duties governors are involved in deciding school policies, allocating the school's budget and appointing senior staff.

The core functions of the governing body include, but are not limited to ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources.

No special qualifications are needed, 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. In order to support governors in their work full training is provided at no cost to the individual.

In our school we have one staff governor who serves for a term of office of (insert number here) years. The full governing body normally meets (insert number here) times per a term, usually at (insert time here). In addition, there may be committee meetings held each term, specific arrangements will depend on the model of governance adopted by the governing body.

At this moment in time, we are ideally looking for a member of staff with the following skills, or a staff member who would be prepared to be developed in this/these areas (list the skills that you require here):

If you would like to stand for election, please complete the attached form and return it to me within 10 school days, i.e., by (insert date and time here).

You may wish to propose another staff member and if so, please ensure that they are aware of your intentions; please also ensure that they sign the nomination form by way of confirmation.

Each person standing for election is invited to provide with their nomination, a short personal statement (a maximum and strictly no more than 250 words). The statement could include biographical information, your reasons for wanting to be a staff governor, your skills and the contribution you believe you could make to the governing body.

If the number of nominations received is equal to the one vacancy, the nominee will automatically be elected as the staff governor; if there are more nominations than the one

vacancy, a ballot (vote) will be held, and copies of the personal statements will be sent to all staff; 10 school days will be allowed for the return of ballot papers.

Each eligible member of staff will have one vote for the vacancy. The ballot paper and two envelopes will be distributed to each eligible staff member. Each ballot paper will be stamped or endorsed for security and/or produced on coloured paper. Ballot papers would be returned in the inner, unmarked envelope, which should in turn, be placed in the outer envelope; the outer envelope should be clearly marked with:

- 'Staff Governor Election'
- the name of the voter
- the voter's signature across the seal.

I do hope you will consider standing as a governor or perhaps nominating another staff member (please ensure they are aware of your intentions; you should also obtain their signature on the nomination form).

If you would like more information about being a school governor, please contact a member of our governing body or myself for more information via the school office.

Yours sincerely,

Headteacher/Returning Officer (Insert name here)

Encs. (List enclosures here, e.g., Model Staff Governor Election-Nomination Form, Indicative School Governance Qualifications and Disqualifications)

Model staff governor election - nomination form

Election of staff governors

Please return this form to the school named below within 10 school days of the date of the covering letter i.e., by (insert date and time here).

Further nomination forms can be obtained from the school office.

In certain circumstances a person is disqualified from holding or continuing to hold office as a school governor, an indicative list is attached.

A DBS check must be commenced within 21 days of election.

The term of office for the successful candidate runs from date of completion of election process.

Name of the school: **(Insert school name here prior to printing)**

Please enter in BLOCK LETTERS your name and address

(You must be an eligible member of staff at the school)

Name

Address

Signature of nominee – I confirm that I am willing to stand as a candidate for election and that I am not disqualified from holding office for any of the reasons set out in The School Governance (Constitution) (England) Regulations 2012 or The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2017:

Staff member

Signature of proposer (only complete if you are proposing another staff member)

Name and address (only complete if you are proposing another staff member)

Staff member (only complete if you are proposing another staff member)

We would ask that you include a statement of strictly no more than 250 words to support your application.

In the event that there are more nominations than the one vacant position, your statement will be sent to all staff.

Maximum 250 words

Indicative school governance qualifications and disqualifications

General

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is a registered pupil at the school.

A person is disqualified from being elected or appointed as a governor unless the person is aged 18 or over.

Save as otherwise provided in these Regulations, the fact that a person is qualified to be elected or appointed as a governor of a particular category at a school does not disqualify the person from election or appointment or from continuing as a governor of any other category at that school, but no person may at any time hold the office of more than one governor of the same school.

Any person who is disqualified from holding office as a governor of a school under this Schedule is likewise disqualified from holding or continuing to hold office as an associate member of the governing body unless the disqualification is under paragraphs 1 or 2 of this Schedule.

Disqualification criteria for categories of governor

(1) A person is disqualified from election or appointment as a parent governor of a school if the person—

- is an elected member of the local authority; or
- is paid to work at the school for more than 500 hours in any twelve consecutive months.

(2) A person (“P”) is not disqualified from continuing to hold office as a parent governor because P ceases to be a parent of a registered pupil at the school or to fulfil any of the requirements set out in paragraphs 10 and 11 of Schedule 1 (as the case may be).

A person is disqualified from appointment as a local authority governor if the person is eligible to be a staff governor of the school.

(1) A person is disqualified from nomination or appointment as a partnership governor of a school if the person is—

- a parent of a registered pupil at the school
- eligible to be a staff governor of the school
- an elected member of the local authority; or
- employed by the local authority in connection with their education functions.

(2) The disqualification criterion in paragraph 7(1)(d) does not apply in the case of a person who is employed by a local authority in England under a contract of employment providing for the person to work wholly at a school or schools maintained by the local authority.

Upon ceasing to work at the school, a staff governor of a school is disqualified from continuing to hold office as such a governor.

Failure to attend meetings

(1) This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

(2) A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

(3) A foundation governor, authority governor, co-opted governor or partnership governor who has been disqualified as a governor of a school under sub-paragraph (2) is not qualified for election, nomination or appointment as a governor of any category at that school for twelve months starting on the date on which they are so disqualified.

Bankruptcy

A person is disqualified from holding or continuing to hold office as a governor of a school if—

- the person’s estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- the person is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order(a), a debt relief restrictions order or an interim debt relief restrictions order(b).

Disqualification of company directors

A person is disqualified from holding, or from continuing to hold, office as a governor of a school at any time when the person is subject to—

- a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986(c)
- a disqualification order under the Company Directors Disqualification (Northern Ireland) Order 2002(d)
- a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or
- an order made under section 429(2)(b) of the Insolvency Act 1986(e) (failure to pay under county court administration order).

Disqualification of charity trustees

A person is disqualified from holding or from continuing to hold office as a governor of a school if—

- the person (“P”) has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which P was responsible or to which P was privy, or to which P contributed or which P facilitated by P’s conduct; or
- the person has been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005(f), from being concerned in the management or control of any body.

Disqualification of elected parent or staff governors who have been removed from office

12A. A person is disqualified from holding or continuing to hold office as a governor of a school until the date immediately after the fifth anniversary of the date of their removal as an elected parent or staff governor under these Regulations.

Persons whose employment is prohibited or restricted

A person is disqualified from holding or from continuing to hold office as a governor of a school at any time when the person is—

- included in the list kept under section 1 of the Protection of Children Act 1999(a) (list of those considered by the Secretary of State as unsuitable to work with children);
- subject to a direction of the Secretary of State under section 142 of EA 2002(b) (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)
- barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c)
- disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000(d)
- disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010(e) for child minding or providing day care; or
- disqualified from registration under Part 3 of the Childcare Act 2006(f).

Criminal convictions

(1) Subject to sub-paragraph (6) below, a person is disqualified from holding, or continuing to hold, office as a governor of a school where any of sub-paragraphs (2) to (4) or (6) below apply to the person.

(2) This sub-paragraph applies to a person (“P”) if—

- within the period of five years ending with the date immediately preceding the date on which P’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which P would otherwise have become a governor by virtue of an office, or
- since P’s appointment or election as governor or, as the case may be, since P became a governor by virtue of an office, P has been convicted, whether in the United Kingdom or elsewhere, of any offence and a sentence of imprisonment (whether suspended or not) has been imposed on P for a period of not less than three months without the option of a fine.

(3) This sub-paragraph applies to a person (“Q”) if within the period of 20 years ending with the date immediately preceding the date on which Q’s appointment or election as governor would otherwise have taken effect or, as the case may be, on which Q would otherwise have become a governor by virtue of an office, Q has been convicted of

any offence and a sentence of imprisonment has been imposed on Q for a period of not less than two and a half years.

(4) This sub-paragraph applies to a person who has at any time been convicted as aforesaid of any offence and a sentence of imprisonment has been imposed on the person for a period of not less than five years.

(5) For the purposes of sub-paragraphs (2) to (4) above, any conviction by or before a court outside the United Kingdom of an offence which, if the facts giving rise to the offence had taken place in any part of the United Kingdom, would not have constituted an offence under the law in force in that part of the United Kingdom must be disregarded.

(6) This sub-paragraph applies to a person ("R") if—

- within the period of five years ending with the date immediately preceding the date on which R's appointment or election as governor would otherwise have taken effect or, as the case may be, on which R would otherwise have become a governor by virtue of an office, or
- since R's appointment or election as governor or, as the case may be, since R became a governor by virtue of an office, R has been convicted under section 547 of EA 1996(a) (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992(b) (nuisance or disturbance on educational premises) of an offence and has been sentenced to a fine.

Refusal to make an application for a criminal records certificate

A person is disqualified from holding or continuing to hold office as a governor at any time when the person refuses a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997(c) for a criminal records certificate.

Example letter

Staff election ballot

Dear Staff member

Election of staff governors

I wrote to you recently to invite you to consider standing for election as a staff governor of this school. Since there have been more nominations than the one vacancy, we now need to hold a ballot (vote).

Attached to this letter is:

- a copy of the candidates' personal statement
- a ballot paper with the names of the candidates (in alphabetical order)
- 2 Envelopes (to enable secret ballot integrity: 1 inner for ballot paper, 1 outer for voter details).

Each staff member is entitled to **one vote**.

Completed ballot papers should be returned to the school by (insert date and time) this being 10 school days from the date of this letter.

Failure to submit your ballot (voting) paper in the following way, may result in your vote not being counted.

Ballot papers should be returned in a sealed, inner, unmarked envelope.

The sealed, unmarked envelope should then be placed in a second, outer envelope.

The second, outer envelope should clearly be marked with:

- 'Staff Governor Election'
- the name of the voter
- the voter's signature across the seal.

Failure to do so may result in your vote not being counted.

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

When the ballot (vote) has been completed, I will write to you again to let you know the outcome.

If, in the meantime, you have any queries, please let me know.

Yours sincerely

Headteacher/Returning Officer

(Insert name here)

Encs.

List enclosures here e.g.

- a copy of the candidates' personal statement
- a ballot paper with the names of the candidates (in alphabetical order)

- 2 envelopes (to enable secret ballot integrity: 1 inner for ballot paper, 1 outer for voter details).

Example letter

Staff election - ballot form

Election of staff governors

Name of school: (insert school name here prior to printing)

There is one vacancy for a staff governor.

You may vote for one candidate only.

Candidates:

Mrs Val Brown

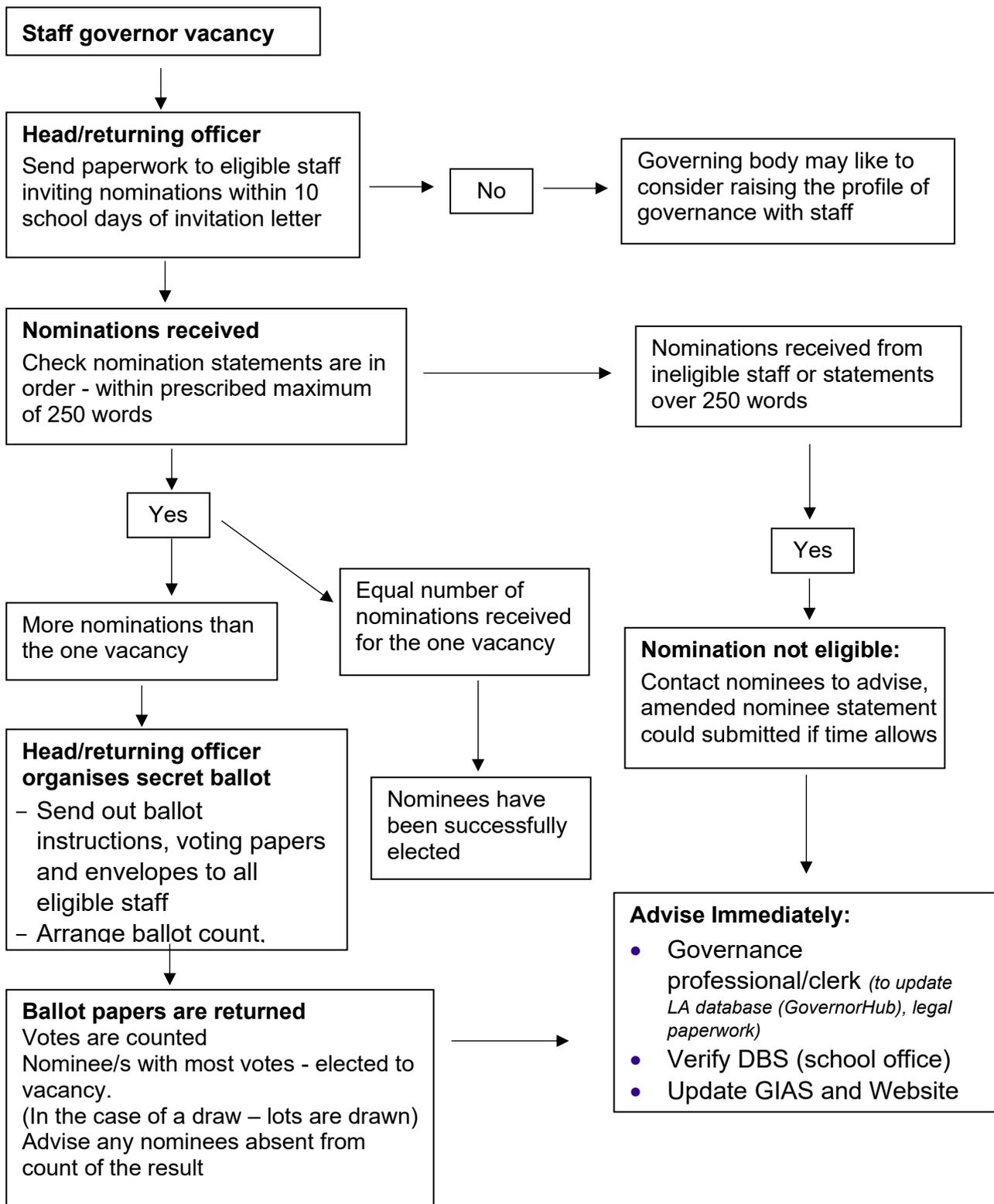
Mrs M Jones

Mr F Smith

Ballot - staff governors - (Insert school name here prior to printing)

Candidate	You are allowed a maximum of 1 vote Mark 1 'X' only in 1 of the boxes below This will indicate your vote
Mrs Val Brown	
Mrs M Jones	
Mr F Smith	

Flow chart for staff governor elections (inc. ballot)



Links with other policies

This policy is linked to our: Governor Induction Policy