

ST AIDAN'S

Voluntary Controlled
PRIMARY SCHOOL

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London N4 4RR

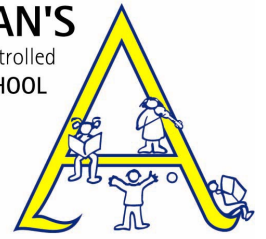
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Parent Governor elections policy

Introduction

School governors have been given many new responsibilities in recent years and they have a significant role to play in overseeing the implementation of the national curriculum. Along with the Headteacher, governors are responsible for the management of the school. They decide on key issues that affect the school, including standards and budgets. They also appoint the Headteacher and staff.

Parent Governors can play an important part in the overall direction of the school. All parents, guardians and carers (with a few specific exceptions) of pupils attending the school are eligible to stand for election. We would like our Governing Body to reflect the local community and represent the broad range of experiences of our families and strongly encourage parents of ethnic minorities to stand for election. In the event that there are more candidates than positions available an election by secret ballot will be held. This policy sets out the way in which these elections will be conducted.

Contents

1	Notice of election and nominations	2
2	Process for balloting	2
3	Declaration of results	3
4	Review	3
	Appendix 1: Election notice letter	4
	Appendix 2: Nomination form	5
	Appendix 3: Role of a Parent Governor	6
	Appendix 4: Governor declaration of eligibility	7
	Appendix 5: Ballot paper	8



1 Notice of election and nominations

It is the responsibility of the Chair of Governors and Headteacher to organise elections for governor positions.

- 1.1 When a Parent Governor position becomes available, a notice (Appendix 1) will be circulated to all parents/carers informing them of an impending election and inviting nominations for candidates.
- 1.2 Anyone considering applying should contact the Chair of Governors who can provide more information, some useful documents and a nomination form (Appendix 2).
- 1.3 At least 14 days will be allowed between the distribution of the notice and the closing date for candidate nominations. A further 3 days will be allowed for candidates to withdraw if so desired.
- 1.4 Nominations require the full names and addresses of the candidates, the names and ages of their children at the school and their signatures confirming their willingness to serve.
- 1.5 Nominations must also include the full names and addresses of their proposers (who must also be eligible to vote in the election but not a partner or member of their family), the names and ages of their children at the school and their signatures.
- 1.6 If there are more valid nominations than vacancies an election will be held. This will be undertaken by means of a secret ballot.

2 Process for balloting

- 2.1 Each candidate will be asked to provide a brief personal statement (not exceeding 200 words) and a photograph in electronic format. These will be published on the ballot form.
- 2.2 Due to the limited membership, in the interests of fairness to all candidates and voters alike, social media eg. the St Aidan's Yahoo newsgroup, class Whatsapp groups and Facebook, should not be used to promote candidates in the election.
- 2.3 Voting will take place electronically and links to the ballot form will be sent to one of the parents/carers of every child at the school. The personal statements and photographs of all candidates will be on the form and there will be 2 voting boxes to enable the other parent/carer to cast their vote. Those requesting a paper ballot will be sent one (Appendix 5) along with the candidates' photographs and personal statements.
- 2.4 A period of 7 days will be allowed to complete voting / return ballot papers, a box for which will be placed at the entrance to the school.
- 2.5 Each parent/carer has one vote regardless of how many children they have in the school.



3 Declaration of results

- 3.1 The Chair of Governors (or Vice-chair if the need arises) will act as returning officer and the count will take place in the presence of at least one independent observer. Candidates will be informed of the result immediately, or as soon as is practicably possible.
- 3.2 In the event of a tie, a second ballot will be held between the tied candidates.
- 3.3 Parents will be informed of the result in the following issue of the Headlines newsletter and by notices posted on school notice boards. The clerk to the GB will notify the education department at Haringey council.
- 3.4 The successful candidate will be expected to attend the following full Governing Body meeting.

4 Review

This policy will be reviewed by the Care and communication committee prior to each election.

Date of policy: **NOVEMBER 2020**

Policy ratified:..... (Signature) (Date)

Parent Governor vacancy

Dear Parent/Carer,

Are you interested in becoming a Parent Governor?

The governing body consists of:

- 2 Staff Governors: the Headteacher and a teacher elected by the staff;
- 5 Parent Governors elected by parents;
- 3 Foundation Governors: the 2 priests in charge of Holy Trinity and Holy Innocents Churches and a member of the Parochial Church Council;
- 1 Representative Governor appointed by the Local Authority (Haringey);
- 4 Co-opted Governors appointed by the Governing Body.

The role of governors is to be a 'critical friend' to the school's leadership team and they are responsible for strategic planning. They are required to attend full Governing Body meetings (held every half term in the evening, lasting approximately two hours) and sit on one of three committees (one half termly meeting before school, usually lasting around an hour).

The term of office for a Parent Governor is 4 years and we now have a vacancy. All parents, guardians and carers of pupils attending the school are eligible to stand. We are keen for our Governing Body to reflect the diversity of the school community and represent the broad range of experiences of our families and strongly encourage those of ethnic minorities to stand for election. If there are more nominations than places available an election will be held.

While specialist knowledge or relevant experience is useful, common sense and willingness to give time are key requisites. You do not need qualifications or professional skills to become a Governor. You can contribute as a Governor if you have experience of life and you:

- want to help to improve children's educational attainment;
- want to contribute to the local community;
- want to work as part of a team and can value the contribution made by different people;
- are willing to ask questions;
- are open to ideas and willing to learn;
- have enthusiasm and commitment.

If you are interested in becoming a Parent Governor please contact me (chairgovernors@staidansprimaryschool.org.uk) for more information, a nomination form and other helpful documents. The nomination form should then be countersigned by a proposer and returned to the Headteacher no later than xxxxxxxx.

If an election is necessary all candidates will be contacted by 1pm on xxxxxx. Candidates will be asked to provide a brief statement about themselves (not exceeding 200 words) and a photograph in electronic format. These must be at the school no later than xxxxxxxx as they will accompany the ballot form.

Yours sincerely,

Helen Froggatt
Chair of Governors

Parent Governor nomination form

CANDIDATE

Name:

Address:.....

..... Post Code:

Telephone: (Day) (Eve)

Children attending the school

Name: Age:.....

Name: Age:.....

Name: Age:.....

Signature of candidate:

PROPOSER

Name:

Address:.....

..... Post Code:

Telephone: (Day) (Eve)

Children attending the school

Name: Age:.....

Name: Age:.....

Name: Age:.....

Signature of proposer:

The role of a Parent Governor

Governing bodies are an integral part of school leadership, setting the ethos of the school, driving continuous improvement, supporting, challenging and holding to account the headteacher and other members of the school leadership team by negotiating stretching targets for improvements in standards and monitoring progress towards them.

Schools need to work in partnership and collaborate and the focus of the GB is in delivering positive outcomes for children in the wider community. Your role as a governor is strategic and will continue to evolve to meet the needs of children in the 21st Century. It is a voluntary one and the term of office is 4 years.

Parent governors play an important role on our governing body and, as a group, make up a third of the total. They are representatives, not delegates, so do not speak 'on behalf' of the parent body but do bring a parental perspective to the issues discussed, helping maintain a direct link between governance and those most affected by decisions taken. They are elected by other parents and it is important to continue that engagement whilst maintaining a strategic approach to school governance. Objectivity is essential and care should be taken not to promote the interests of your own children over those of all children.

To be an effective parent governor you will:

- have an interest in all the children's futures;
- want to make a difference;
- be willing to accept responsibility;
- be able to work in a team, ask questions, listen and learn;
- help to decide the priorities for improving the school;
- make yourself available to other parents, taking account of their opinions as you contribute to governors' decisions;
- work in partnership with the headteacher, senior leadership team and other governors to raise standards and improve outcomes for all children;
- prepare for meetings by reading papers beforehand;
- take responsibility for your own learning and development as a governor including attending training;
- attend full governing body and relevant committee meetings regularly and promptly;
- read briefings and newsletters for governors;
- be loyal to the decisions made by the governing body;
- respect the confidentiality of governing body affairs;
- declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial;
- have regard to the broader responsibilities as a governor of a public institution in regard to promoting accountability for the actions and performance of the governing body;
- never press your own child's case at the expense of others.

You are not eligible to stand as a parent governor if you are an elected member of the local authority or are paid to work at the school for more than 500 hours in any twelve consecutive months.

All governors undergo Enhanced DBS and Section 128 checks.

Governor declaration of eligibility

I confirm that:

- I am not the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order, an interim debt relief restrictions order or an undischarged sequestration;
- I am not disqualified from being a company director and/or a charity trustee;
- I have not been removed from office as an elected governor within the last 5 years;
- I am not included in the list of those unsuitable to work with children or disqualified from working with children, barred from regulated activity and/or disqualified from registering for childminding or providing daycare;
- I have not been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor;
- I have not received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor;
- I have not at any time received a prison sentence of 5 years or more;
- I have not been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor.

If a parent governor, I also confirm that:

- I am not an elected member of the local authority;
- I am not paid to work at the school for more than 500 hours in a year.

If a local authority governor, I also confirm that I am not a member of the school staff.

Name:

Signed: Date:

Parent Governor election: ballot paper

Dear Parent/Carer,

We are holding an election for the vacant position of Parent Governor. Every parent or guardian of a child at the school is allowed one vote. The names of the candidates are listed below. Brief details of the candidates are attached. There is one vacancy; parents may vote for one candidate only by placing 'X' in the box next to that candidate's name.

Ballot papers must be returned to the school by no later than 12 noon on xxxxxxx. A ballot box will be provided at the school entrance.

The votes will be counted that afternoon and the result will be announced in the following edition of *Headlines*.

Candidate	Vote
Name	
Name	
Name	
Name	
Name	

Please note: The next governing body meeting is on xxxxxx at 6.45pm. The successful candidate will be expected to attend the meeting.