



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. If there are more candidates than positions available an election by secret ballot will be held. This policy sets out how these elections will be conducted.

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1 Notice of election and nominations

It is the responsibility of the Chair of Governors (or the Vice-Chair if the need arises) 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 e.g. 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. The completed ballots should be posted in a box provided in the school office.
- 2.4 A period of 7 days will be allowed to complete voting / return ballot papers.
- 2.5 Each parent/carer has one vote per vacancy 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 as required.

Date of policy: MARCH 2022

Policy ratified: (Signature)^{2nd} March 2022 (Date)

Review

Parent Governor Vacancy

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 and oversight. They are not involved in the day-to-day operational management of the school. Governors are required to attend full Governing Body meetings (held every half term in the evening, lasting about 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. We strongly encourage those of ethnic minorities to stand for election. If there are more nominations than places available an election will be held.

Whilst it is not essential to have qualifications or professional skills to become a Governor, we are particularly keen to find a parent/carer with financial and/or business management experience to help maintain the high quality of our Resources committee. You will also need to:

- 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 value the contributions made by different people;
- be willing to ask questions;
- be open to ideas and willing to learn;
- be willing to attend governor training in statutory areas and training linked to your role;
- have enthusiasm, commitment and be willing to commit your time.

If you are interested in becoming a Parent Governor please contact Helen Froggatt, Chair of Governors (chairgovernors@staidansprimaryschool.org.uk) for more information and relevant application documents. The **nomination form** should then be countersigned by a proposer (who cannot be a spouse/partner) and **returned to the Headteacher** no later than **12pm Monday 11 March 2024**.

If an election is necessary, all candidates will be contacted on 11 March. Candidates will be asked to provide a brief statement about themselves (not exceeding 200 words) and a photograph in electronic format. These must be emailed no later than 12pm on 14 March 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 (cannot be your partner/spouse or member of your family)

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;
- 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 governor training (both statutory and pertaining to your role);
- 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 day-care;
- 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 warned about, or 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 a vote. The names of the candidates are listed below. Brief details of the candidates are attached. **Parents may vote for one candidate by placing 'X' in the box next to that candidate's name.**

Voting will be done electronically but for those unable to vote this way, ballot papers must be returned to the school by no later than **12 noon on Friday 22 March 2024.**

The votes will be counted that afternoon and the result will be announced in the following edition of *Headlines*. The Chair will contact candidates personally with the result of the election prior to any announcement.

Candidate	Vote
Name	
Name	
Name	
Name	
Name	

Please note: The next full governing body meeting is on **20 May (6pm)**. The successful candidate will be expected to attend.