

## **Parent Governor Election Procedure for Haverstock School**

1. When a serving parent governor is reaching the end of his/her term of office, the clerk to governors will inform the governing body and headteacher. A timetable for an election is agreed that minimises delay and avoids school holidays.
2. The headteacher will send a letter to all parents notifying them of the vacancy, and inviting them to put themselves forward. Newsletter and Website communications will also be used. The returning officer (in this school the returning officer is Martin Hesketh) will write to all parents expressing an interest inviting nominations on an enclosed nomination form. The returning officer will also enclose a sheet setting out the circumstances in which someone is not allowed to serve as a governor. The nomination form will indicate the closing date for nominations, which will be not less than five school days from the date of issue. Candidates will be invited to submit a statement in support of their nomination, which should be no longer than 250 words.
3. The governing body of Haverstock School carries out a regular audit of governors and on occasion may ask for parents with particular skills / experience to put their name forwards for election. This does not preclude any other member of the parent body from standing for election.
4. Parents may self-nominate, but if a parent wishes to nominate another parent they should seek their approval before submitting the nomination.
5. Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If not enough parents stand for election to fill all the vacancies, the governing body will appoint parent governors to the vacancy or vacancies in accordance with the School Governance (Constitution) (England) Regulations 2012.
6. If there are more nominations than vacancies, a ballot will be conducted. Letters and ballot papers will be sent to all parents. The letters will set out that:
  - All parents of registered pupils are entitled to vote. Depending on the number of vacancies parents may be asked to vote for more than one candidate. Each parent can submit one ballot form, regardless of the number of children they have attending the school.
  - The closing date and time for receipt of ballot papers, which will be not less than seven school days.
  - If applicable, the candidates' personal statements will be enclosed [and will also be available to view on the school website].
7. A ballot box will be provided in the school [reception], and parents will also be given the option to vote by post. No arrangements will be made for proxy voting.
8. Returned envelopes must be locked away unopened until the closing date.

9. At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and governors will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a “spoiled” ballot should be included. The outcome of the vote will be decided by the simple majority vote system.
10. In the event of a tie there should be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.
11. The returning officer will inform all the candidates individually about the result of the ballot. The clerk to the governors will notify the local authority of the names of successful candidates, stating the period of appointment as set out in the instrument of government.
12. Other parents will be notified of the result via the website.
13. The ballot papers will be retained securely for six months in case the election result is challenged.