

# Procedure for the Election of Parent Local Governors

**Last amended 27.08.19 by Heather Watson**

**Reviewed by the Executive Clerk April 2019**

**Ratified by the Trustees 08.05.19**

**Next review date March 2021**

*This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.*

## INTRODUCTION

Any parent or carer of a registered pupil at the school at the time of election is eligible to stand as a Parent Local Governor. They are elected to the Local Advisory Board by the parents or carers of pupils at the school. The number of positions on the Local Advisory Board for parents or carers will be determined by the trustees depending on the size of the school, and will usually be two. Parent Local Governors do not have to stand down if their child leaves the school but may do so if they wish. They may not be removed from office.

If insufficient parents stand for election, then a Parent Local Governor may be appointed by the Local Advisory Board of a non-sponsored school or, in the case of a sponsored school, by the trustees.

Parent Local Governors may not be elected members of the LEA/Children's Services Authority or people who work at the school for more than 500 hours a year at the time of appointment.

## PROCEDURE FOR ELECTING PARENT LOCAL GOVERNORS

1. A vacancy for a Parent Local Governor exists when an existing Parent Local Governor resigns or comes to the end of a term of office.
2. The Notice of Election should be prepared by the Clerk to the Governors in consultation with the Chair of the Local Advisory Board and a copy distributed to all parents by email, pupil post or Royal Mail. The date for return of the "Offer To Serve" should be ten days after dispatch of the letter where the letter has been sent home with the pupil or by email, or seventeen days where it has been mailed. This can include weekends.
3. Following the closing date for receipt of Offers to Serve, if there are more vacancies than Offers to Serve, those offering to serve are appointed to the Local Advisory Board and no election is necessary. Parents should be informed. Where the number of Parent Local Governors following appointment is less than two, the required number of Parent Local Governors shall be made up by Parent Local Governors appointed by the Local Advisory Board or, for a sponsored school, by the trustees.
4. If there are more Offers to Serve than vacancies a ballot is required. There is no restriction on the number of candidates in any election.
5. The Clerk should prepare Ballot Papers with the names of the candidates entered in alphabetical order. These should be sent to each parent or carer, together with a copy of any statement which any of the candidates request to be circulated.
6. Online survey software such as Survey Monkey may be used for the ballot, providing that voting is anonymous and each person eligible to vote is only able to vote once.
7. The deadline for online voting or where ballot papers have been sent home with the pupil will be ten days. For ballot papers which have been sent out by Royal Mail the return date will be 17 days. This can include weekends.
8. If the Clerk has any doubts about what candidates have written in their statements, then advice should be sought from the Governors.
9. Each parent or carer is entitled to cast votes up to the number of vacancies for Parent Local Governors. This entitlement applies regardless of the number of children of the parent or carer who are registered pupils.
10. Any returned envelopes must be locked away unopened until after the returning date.

11. If there is a tie in the number of votes cast, a decision must be reached by drawing lots. The candidates or representatives must decide the method to be used.
12. As soon as possible after the return date the Clerk should inform the candidates whether or not they have been successful and inform parents of the result.
13. All appointments will be subject to satisfactory references and completion of all required checks, including DBS clearance.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Parent Local Governor Election Procedure
2. Upon whom will this impact?	Parents and Governors

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age (N/A to pre-school and school children)			√
Rurality			√

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

Does the initial screening highlight potential issues that may be illegal? NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Heather Watson, Clerk to the Governors,  
22/10/14, reviewed April 2019.

Comment by CEO: