

# Procedure for the Election of Staff Local Governors

**Last amended 27.08.19 by Heather Watson**

**Reviewed by the Executive Clerk April 2019**

**Ratified by 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

Teaching and support staff paid to work at the school are eligible to stand as Staff Local Governors. The number of positions on the Local Advisory Board for members of staff will be determined by the trustees depending on the size of the school, and will usually be between one and two. These can be members of teaching or support staff. Staff Local Governors are elected by the staff at the school and cannot be removed from office. However, if an existing Staff Local Governor resigns or leaves the school he/she cannot remain on the Local Advisory Board and his/her term of office will automatically end.

## PROCEDURE FOR ELECTING STAFF LOCAL GOVERNORS

1. Subject to paragraph 2, a vacancy for a Staff Local Governor exists when an existing Staff Local Governor's term of office comes to an end or an existing Staff Local Governor resigns or leaves the Academy, which means that his/her term of office automatically ends.
2. A vacancy will not arise under paragraph 1 where the appointment of a new Staff Local Governor would mean that the total number of Governors (including the Head Teacher) who are employees of the Academy would exceed one third of the total number of Governors.
3. The Clerk to the Governors should initiate action when a vacancy arises. Where a vacancy for a Staff Local Governor is required to be filled by election, a copy of the "Notice of Election" shall be completed by the Clerk and placed where all staff can see it. The Clerk shall also take such other steps as are reasonably practical to ensure that every member of staff is provided with the information contained in the Notice of Election.

The return date for completed Nomination Papers should be no more than two weeks after the Notice of Election has been issued. If possible the Head Teacher should draw attention to the Notice of Election at a staff meeting.

4. Any member of staff may request a Nomination Paper: this includes full-time, part-time, temporary or permanent staff, but not supply staff or volunteers. The Head Teacher may vote in elections for Staff Local Governors.
5. After the closing date, if there are no more nominations than vacancies those nominated are automatically appointed and no election is necessary. All staff should be informed by the Clerk.
6. If there are more Nominated Candidates than vacancies the election should be by secret ballot. 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. If there is a tie in the number of votes cast, a decision must be reached by drawing lots. The candidates or their representatives must decide the method to be used.
8. As soon as possible after the ballot, the Clerk should declare the result.

Equality Impact Assessment – Initial Screening Record

1. What policy is being reviewed?	Election of Staff Local Governors
2. Upon whom will this impact?	Governors and Staff

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

<i>The Equality Strands</i>	Negative impact	Positive impact	No impact
Minority ethnic groups			√
Gender			√
Disability			√
Religion, faith or belief			√
Sexual orientation			√
Transgender			√
Age <small>(N/A to pre-school and school children)</small>			√
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:-
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Do you consider that a full Equality Impact Assessment is required? NO

Initial screening carried out by Heather Watson, Clerk to the Governors, 22/04/15,  
reviewed April 2019

Comment by CEO:
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