GOVERNOR DEVELOPMENT SERVICES

SCHOOL GOVERNING BODIES

GUIDANCE AND PROCEDURES FOR THE ELECTION OF PARENT AND STAFF GOVERNORS



Published by: Maggie Francis Elaine McCormick Revised Spring Term 2011

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All enquiries on this document should be directed to Elaine McCormick – 01226 772268

1 Introduction

This revised edition of Local Authority advice to Headteachers describes the procedures to be followed for the election of staff and parent governors.

It incorporates The School Governance (Constitution) (England) Regulations 2007 and Statutory Guidance.

Any reference made in this guidance to the "appropriate authority" means:-

- in relation to a community school, a community special school, a maintained nursery school, or a voluntary controlled school, the Local Authority
- in relation to a voluntary aided school, the Governing Body

Where a local authority is the appropriate authority in relation to a school, that authority may delegate to the head teacher of the school any of its functions under Schedule 1 of The School Governance (Constitution) (England) Regulations 2007.

It is recommended to Headteachers in their capacity as Presiding / Returning Officer, that the counting of votes is carried out by employees at the school who have not participated in the election.

If you require further information or advice on election procedures, please contact Governor Development Services, telephone: 01226 772268.

2 WHO IS ELIGIBLE TO BE A GOVERNOR

Summary

- Aged 18 or over at the time of this election or appointment and not a registered pupil at the school
- Do not hold more than one governorship at the same school
- A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:
 - is detained under the Mental Health Act 1983 during their period of office
 - fails to attend the governing body meetings without the consent of the governing body for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors)
 - is subject to a bankruptcy restriction order or an interim order
 - has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced
 - is subject to
 - a disqualification order or disqualification undertaken under the Company Directors Act 1986
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body
 - is included in the list of people considered by the Secretary of State as unsuitable to work with children
 - is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
 - is disqualified from registration for childminding or providing day care
 - is disqualified from registration under Part 3 of the Childcare Act 2006
 - has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor
 - has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor
 - has at any time received a prison sentence of five years or more
 - has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
 - refuses to allow an application to the Criminal Records Bureau for a criminal records certificate

3 ELECTION OF A PARENT GOVERNOR

3.1 Definition of an elected Parent Governor

An elected parent governor is a person who is elected as a member of the governing body of the school by parents of registered pupils at the school and who is a parent of a registered pupil at that school at the time when elected.

"Parent" includes any individual who has or has had parental responsibility for, or cares, or has cared for, a child or young person under the age of 18.

3.2 Disqualification

A person is disqualified from election or appointment as a parent governor if he/she is

- a) An elected member of the Authority; or
- b) Paid to work at the school for more than 500 hours in any consecutive twelve month period.

although they can still nominate/vote in the election

3.3 Period of Office

Subject to the Governing Body determining a shorter period of office, a parent governor shall hold office for a term of four years (please refer to the Governing Body Instrument of Government). A parent governor can continue to serve out their term of office even if their child is no longer a pupil at the School.

3.4 Parental Responsibility

Parental responsibility relates to:-

"all rights and duties, power and responsibilities and authority which by law a parent has in relation to the child and his property."

The Children Act 1989, Section 3(i)

Who has parental responsibility:-

- a) Both married parents of a legitimate child, even if not living with the child or each other.
- b) Both divorced or separated parents of a legitimate child, even if not living with the child.

c) Unmarried parents;

A mother always has parental responsibility for her child. A father, however, has this responsibility if he has acquired legal responsibility for his child by:-

either

i) (from December 2003) by jointly registering the birth of the child with the mother

or

ii) by a parental responsibility agreement with the mother

or

- iii) by a parental responsibility order, made by a court
- d) Any person who has a special guardianship order in respect of the child (see Adoption Act 2002 Section 14G).
- e) Any person who has a Residence Order in respect of the child.
- f) Any person who receives the child by virtue of an Emergency Protection Order, so long as the Order lasts.
- g) The Children Young People and Families Directorate (Social Care), if the child is subject to a Care Order, but not if the child is being accommodated under the powers of Section 20 of the 1989 Act.

Please note:

- Foster parents are eligible to serve as parent governors.
- b) Parents of nursery school children are not eligible to serve as parent governors other than in a maintained nursery school.

In the event that a Headteacher feels that proof of parental responsibility is required then a solicitor's letter of recent date may be accepted as sufficient proof.

3.5 Participation

All parents of registered pupils at the school must be informed about any parent governor vacancy, the need for an election, their right to stand for election and to vote for the candidate of their choice. The elections must be made by secret ballot. Parent governor ballots may be either by post or by 'pupil post'. If 'pupil post' is used, care should be taken to ensure that the returning envelope does not identify the voter. If the number of parents standing for election is equal to or less than the number of places available, those parents will automatically become governors.

In some circumstances a child may have more than two 'parents' who have the right to stand as governors, or to vote. The school's admission register will include a list of parents of pupils at the school.

3.6 Presiding Officer / Returning Officer

The appropriate authority may delegate aspects for the conduct of elections to the Headteacher. It is appropriate therefore, for the Headteacher to undertake the duties of the Presiding / Returning Officer where delegation occurs. The ultimate accountability of the appropriate authority is not affected by such delegation.

3.7 Nominations

A letter from the Executive Director for Children, Young People and Families is enclosed at pages 14 and 15 (Appendix A) for circulation with the nomination form

- a) A nomination form should be forwarded to each parent (Appendix B) by pupil post together with an explanatory letter and Appendix A and returned not later than the close of school on the seventh day after the distribution date. Nominations received after the date and time will be invalid.
- b) Each parent is entitled to nominate up to the number of parent governor vacancies on the Governing Body.
- Each nominee must have a proposer and seconder who are themselves parents of registered pupils at the school.
 Nominations can be proposed and seconded by a husband and wife, but not only by the spouse of the nominee.
- d) Those nominated should signify in writing their willingness to stand for election (Appendix C).
- e) It is useful for parent candidates to write a few words about why they wish to be a Governor (Appendix D). This information would then be circulated with the ballot paper.

3.8 Following closing date for nominations

- a) If the number of nominations is fewer than or equal to the number of vacancies no voting is required. Those nominated are declared to be governors from this date. A check through the Criminal Records Bureau is required.
- b) Where the number of nominations exceeds the number of vacancies a ballot must be held (see 3.10).

3.9 Appointments by the Governing Body – Insufficient nominations for Parent Governor positions

- a) Where the number of parents nominated is less than the required number of vacancies (see 3.8a), the School Governing Body is empowered to **appoint** up to the required number of parent governors subject to paragraphs (i) and (ii) below. Those parent governor appointments must be confirmed by resolution at a Governing Body meeting.
 - Eligibility to be appointed as a parent governor community, voluntary controlled, and voluntary aided schools.
 - a parent of a registered pupil at the school
 - a parent of a former registered pupil at the school
 - a parent of a child under or of compulsory school age

The Governing Body may only appoint a person in the descending order above if it is not reasonably practicable to appoint a person in the previous category.

- (ii) Eligibility to be appointed as a parent governor community special school
 - a parent of a registered pupil at the school
 - a parent of a former registered pupil at the school
 - a parent of a child under or of compulsory school age with special educational needs for which the school is approved; or
 - a parent with experience of educating a child with special educational needs

The Governing Body may only appoint a person in the descending order above if it is not reasonably practicable to appoint a person in the previous category.

- (iii) Disqualified from being appointed as a parent governor
 - an elected member of the Authority
 - paid to work at the school for more than 500 hours in any consecutive twelve month period
- The appointed parent is a governor from the date of the Governor Body meeting at which they are appointed.
 A check through the Criminal Records Bureau is required.

3.10 Conduct of the Election

Please note – a rubber stamp is available for loan from Governor Development Services, Directorate for Children, Young People and Families, telephone 01226 772229/772367, in order for the envelopes which will contain the ballot papers to be stamped before distribution to parents.

BALLOT PAPER

Signature of Parent / Guardian

It is also advisable for schools which have a school name stamp, to stamp the envelope accordingly.

- a) Each parent is entitled to one ballot paper and one envelope marked as detailed above.
- c) The ballot paper should list all the candidates in either alphabetical order or at random (Appendix E).
- d) Each parent is entitled to one vote for each vacancy.
- e) The election is required to be held by secret ballot. Ballot papers should be returned to school by pupils or by post in the envelope provided, which should have their signature on the front, and placed in a ballot box for counting at an appointed time.
- f) Ballot papers must be returned to school by the close of school on the seventh day following the date of dispatch. Forms received after the stipulated date and time will be invalid.

3.11 The Count

- a) The Chairperson of the Governing Body and the nominees are to be invited by the Headteacher to attend the count.
- b) The scrutineers should be employees of the school who have not participated in the election, nominated by the Presiding / Returning Officer.
- c) Only ballot papers marked with a cross in the box opposite the candidate(s) of their choice will be accepted and counted as a vote.

- d) The Presiding / Returning Officer has responsibility for deciding the validity of dubious or spoilt ballot papers e.g. when any form of mark might reveal the identity of the voter the ballot paper is invalid. In difficult cases the Presiding / Returning Officer should refer to the Executive Director for Children, Young People and Families, Governor Development Services 01226 772268.
- e) In the event of a tie, the votes should be recounted. If the votes are still equal the successful candidate will be determined by the toss of a coin.
- f) The term of office of the successful candidate(s) will commence following the outcome of the count. A check through the Criminal Records Bureau is required.

3.12 Post Election

- The Headteacher should inform parents of the results of the election. It is advisable not to publish details of the voting in order to save embarrassment to the unsuccessful candidates.
- Details of the successful candidate(s) should be forwarded to the Executive Director for Children, Young People and Families, FAO Governor Development Services, Berneslai Close, Barnsley S70 2HS – Please complete and return Appendix K.
- c) Ballot papers should be retained securely for six months, in case the election is challenged.

4 ELECTION OF STAFF GOVERNORS

4.1 Definition of a Staff Governor and eligibility to participate in the election

- the headteacher, who is a staff governor by virtue of his office
- a person who is elected as a governor by persons who are paid to work at the school and is himself a person so working at the time when he is elected.

Please note:

- At least one staff governor (in addition to the headteacher) must be a
 member of the teaching staff unless no teacher stands for election.
 Where a member of the teaching staff does not stand for election, a
 member of the support staff can be elected to take that place.
- Where there are three staff governors and the headteacher and a member of the teaching staff hold two of the positions the third position must be open for a member of the support staff. Where a member of the support staff does not stand for election, a member of the teaching staff can be elected to take that place.
- Where the school's instrument of government specifies that there shall be four staff governors both teaching and support staff can be elected to the fourth position.
- Upon ceasing to work at the school, a staff governor will be disqualified from continuing to hold office as such a governor.

4.2 Period of Office

A staff governor shall hold office for a term of four years unless the instrument of government specifies otherwise. Upon ceasing to work at the school.. a staff governor can no longer hold office in this position.

4.3 Presiding Officer / Returning Officer

To oversee the conduct of the election a Presiding / Returning Officer should be appointed. Where the Headteacher does not wish to participate in the election for staff governor it would seem appropriate for him / her to act as Presiding / Returning Officer.

4.4 Nominations

a) Ascertain in the first instance whether the staff vacancy position is teaching or support staff.

- b) Nomination forms (Appendix F) to be forwarded to all members of staff eligible to vote (both teaching and support staff have the right to vote for any candidate) and returned no later than the close of school on the seventh day after the distribution date.

 Nominations received after the date and time will be invalid.
- c) Each nominee must have a proposer and seconder who is entitled to vote in the election. Both teaching and support staff have the right to vote for any candidate.
- d) Those nominated should signify in writing their willingness to stand for election. Staff Governors to complete Appendix G.
- e) If the number of eligible nominations is fewer than or equal to the number of vacancies no voting is required. The nominees are declared to be governors from the close of nominations. Where a member of the teaching or support staff has not already had a Criminal Records Bureau check they will be required to undertake this as a governor.

4.5 The Election

- A date and time for the election to be held should be arranged.
- b) A ballot box to be available for the votes to be cast at a pre-determined time.
- c) The ballot papers to be distributed to all persons eligible to vote. Both teaching and support staff have the right to vote for any candidate. The ballot papers should list the names of all the candidates, either in alphabetical order or at random.

 (Appendix H).
- d) The election is required to be held by secret ballot. The Presiding / Returning Officer will check the person's entitlement to vote and note the return of the ballot paper which is placed in the ballot box for counting at an appointed time later. Postal votes are allowed for those temporarily absent from school and for part time staff. However, a sealed envelope marked "ballot paper" must be placed inside an outer envelope bearing the school's postal address and signed on the reverse. Upon receipt the inner envelope should be placed in the ballot box to ensure anonymity.

4.6 The Count

- a) The Presiding / Returning Officer will conduct the count at a pre-determined time and place.
- b) The candidates or their nominated representatives can attend if they so wish.
- c) Only ballot papers marked with a cross in the box opposite the candidate(s) of their choice will be accepted and counted as a vote.

d) The Presiding / Returning Officer has the responsibility for deciding the validity of dubious or spoilt ballot papers e.g. when any form of mark might reveal the identity of the voter the ballot paper is invalid.

In difficult cases the Presiding Officer should refer to the Executive Director for Children Young People and Families, Governor Development Services, Telephone 01226 772268.

- e) In the event of a tie, the votes should be recounted. If the votes are still equal, it is left to the toss of a coin.
- f) The term of office of the successful candidate(s) will commence following the outcome of the count. Where a member of the teaching or support staff has not already had a Criminal Records Bureau check they will be required to undertake this as a governor.

4.7 Post Election

- a) The result of the election should be notified immediately to all members of staff and the Executive Director for Children, Young People and Families, for the attention of Governor Development Services, Berneslai Close, Barnsley S70 2HS. Please complete and return Appendix J.
- b) The ballot papers should be retained securely for six months, in case the election result is challenged.



APPENDIX A

Barnsley Metropolitan Borough Council Directorate for Children, Young People and Families

School Organisation, Transport & Governors
Corporate Mailroom, PO Box 634, BARNSLEY, S70 9GG
Tel: (01226) 773500 Fax: (01226) 773599

Ref Election of Parent Governors

Enquiries to:

Governor Development Services

Tel: (01226) 772268

Date As circulated

Dear Parent

ELECTION OF PARENT GOVERNOR(S) TO THE GOVERNING BODY

Enclosed with this letter is a nomination form from the Headteacher which provides details of the number of parent governor vacancies on the School Governing Body. If you are interested in taking up one of these positions please ensure that the nomination form is completed as indicated and returned to the school by the date and time shown.

What do Governors do?

Governors make an essential contribution to the life of the school, working as a team to provide the strategic direction for the school, raising standards, acting as a critical friend and being accountable. This is done largely through meetings of the Governing Body. Governors are eligible to serve for up to four years.

Governors arrange their own meetings, which are held at least three times each year. They can discuss all matters concerning the school and have legal responsibility for many aspects of school life including curriculum, discipline, finance, staff appointments and the use of the premises outside school hours.

How many Governors are there?

The number of governors on Governing Bodies varies from 9 to 20. In addition to parent governors there are governors representing the Local Authority, school staff, the local community and the Church in Church schools. The school's Headteacher is usually a governor.

What qualifications are needed?

To be an elected parent governor you must have a child who is a registered pupil in the school at the time you become a governor. Governors do not need special skills, experience or qualifications, although these can be valuable. The most important thing is to be interested in the life of the school and willing to be a committed and active governor.

How do Parents become Governors?

Anyone who wishes to serve as a parent governor has to be proposed and seconded by parents of registered pupils at the school. If the number of parents nominated is equal to the number of vacancies, you are appointed to the Governing Body automatically. You will be required to undertake a check through the Criminal Records Bureau. If the number of nominations exceeds the number of vacancies, a secret ballot of parents will be held to elect the parent governor. You are requested to provide a brief statement in support of your nomination. The statement will help parents to decide who they wish to be a parent governor.

Are all parents with a child at the school eligible?

A summary of disqualifications from membership of a Governing Body will be circulated to the nominees. The summary is available from the Headteacher and Governor Development Services,

How are Governors supported?

Governors are supported in a variety of ways. These include the Governing Body itself, in particular the Headteacher and the Chairperson of the Governing Body; the Local Authority through the Clerk who attends meetings of the Governing Body and Governor Development Services; through the Local Authority's comprehensive Governor Development Programme, the Department for Education, and a number of internet websites:

www.governornet.co.uk www.education.gov.uk

Where can I get more information?

If you would like to find out more, or need clarification on any matter, you may ask the Headteacher of your child's school, the Chairperson of the Governing Body or contact Governor Development Services, telephone 01226 772268.

Yours sincerely

Executive Director for Children, Young People and Families

PARENT GOVERNOR - MODEL NOMINATION FORM

Dear Parent		Date		
	S	chool Governing	g Body	
Parent Governor vac Body. Should you wish to no complete the form below and at pm.	minate of yo	ur fellow parents pl	ease	
The nominee, proposer and seconder must all be the parent of a registered pupil at the school and all nominations must have a proposer and seconder. The parent nominated should also indicate in writing his / her willingness to serve as a governor.				
Nominations received after th	ne above date and time will be	e invalid.		
In the event of an election be the School.	ing required ballot forms will	be forwarded to you	u from	
Headteacher				
NOMINATION FORM – PAR	ENT GOVERNOR(S)			
	ENT GOVERNOR(S)	HOOL GOVERNING	BODY	
	ENT GOVERNOR(S) SCH			
The following parent is noming Governing Body. NAME	ENT GOVERNOR(S) SCH			
The following parent is noming Governing Body.	SCH	Please enter your eldest/only child's name who is a registered	School Please indicate Year	
The following parent is noming Governing Body. NAME Nominee:	SCH	Please enter your eldest/only child's name who is a registered	School Please indicate Year Group	
The following parent is noming Governing Body. NAME	SCH	Please enter your eldest/only child's name who is a registered	School Please indicate Year Group	
The following parent is noming Governing Body. NAME Nominee: Proposer: Seconder	SCH	Please enter your eldest/only child's name who is a registered pupil at this school	School Please indicate Year Group	

Yes

No

Please return to the Headteacher by

date/time.

PARENT GOVERNOR

CONSENT TO NOMINATION

I, (name in full)

of (home address in full)

consent to my nomination as a parent representative on

School Governing Body

I am not disqualified from being elected to serve as a member of the School Governing Body by reason of any disqualification, as summarised at page 19 and

- do not work at the School for more than 500 hours in any consecutive twelve month period
- am not an elected member of Barnsley Metropolitan Borough Council

Commitment to School Governance

I am committed to:

- maintaining the seven principals of public life selflessness, integrity, objectivity, accountability, openness, honesty, leadership (Ref: Nolan)
- attending governing body meetings regularly
- respecting confidentiality
- acting as part of a corporate body
- attending Governor Training
- visiting school regularly
- Implementing the Authority's Equality and Diversity statement for Governors:-

Statement of commitment to promoting equality

Governors must acknowledge that all individuals have fundamental human rights and welcome the diversity of the community living, working and learning in the Borough. Governors must be committed to promoting equality and tackling social exclusion and as such will integrate equality into all their activities, having due regard to the need to:

- eliminate unlawful discrimination;
- promote equality of opportunity; and
- promote good relations between all groups irrespective of their disability, race, sex, religion or belief, sexual orientation, trans gender status, age or marital status.

This list is not exhaustive and there are other forms of discrimination that are unacceptable and will not be tolerated.

In undertaking their duties as a Parent representative, governors will :-

- seek to meet the needs of the diverse community.

Unsuccessful nominee - for a period of six months

- value the contribution of all, and will respect their individual differences
- strive to eliminate unlawful or otherwise unjustifiable discrimination and promote equality in learning, employment and training.

I confirm that I have read the above and I know of no reason why I should not be considered as a school governor and acknowledge my commitment to school governance.

I agree to an enhanced disclosure being undertaken through the Criminal Records Bureau (CRB).

Signed:
Date:
Signature of Headteacher:
Date received:
To be retained by the school: Successful nominee – for their term of office

WHO IS ELIGIBLE TO BE A GOVERNOR

Summary

- Aged 18 or over at the time of this election or appointment and not a registered pupil at the school
- Do not hold more than one governorship at the same school
- A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:
 - is detained under the Mental Health Act 1983 during their period of office
 - fails to attend the governing body meetings without the consent of the governing body for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors)
 - is subject to a bankruptcy restriction order or an interim order
 - has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced
 - is subject to
 - a disqualification order or disqualification undertaken under the Company Directors Act 1986
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body
 - is included in the list of people considered by the Secretary of State as unsuitable to work with children
 - is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
 - is disqualified from registration for childminding or providing day care
 - is disqualified from registration under Part 3 of the Childcare Act 2006
 - has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor
 - has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor
 - has at any time received a prison sentence of five years or more
 - has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
 - refuses to allow an application to the Criminal Records Bureau for a criminal records certificate

APPENDIX D

PARENT GOVERNOR INFORMATION

To be a parent governor for the school you have to be elected by the parents. Writing a few lines about yourself and your family, what you do and what your interests are will help parents decide who to vote for. Name: Family [eg number of children, age(s), class(es) etc]. Interests [e.g. voluntary work (paid / unpaid), hobbies, groups, work etc). Why you would like to be a governor. Anything else you would like to add.

PARENT GOVERNOR - MODEL BALLOT PAPER

PAF	RENT GOVERNOR(S)	Date
***************************************		School Governing Body
vaca	out below are the nominations received for ancy(ies) on the School Governing Body. E candidate(s).	
Plea choi	se place a CROSS in the box opposite the ce.	name of the candidate(s) of your
Infor	mation prepared by each candidate is encl	losed.
	ballot paper should be returned to School l	
Plea	se ensure that:-	
	the ballot paper is sealed inside the env Paper'	relope provided marked - 'Ballot
	please ensure that your signature is on	the outside of the envelope
Plea	se note	
	Only ballot papers bearing a cross will b	be accepted and counted as a vote.
>	Ballot papers received after the above d	date and time will be invalid.
Cou	nting of votes	
	In the event of a tie, the votes are recouthe toss of a coin.	inted. If they are still equal, it is left to
Head	dteacher	
BAL	LOT PAPER – PARENT GOVERNOR(S)	
		SCHOOL GOVERNING BODY
NON	IINATIONS	
	NAME OF CANDIDATE	
	L	

Please return to the Headteacher by	Date

STAFF GOVERNOR

CC	DNSENT TO NOMINATION				
Ι, (I, (name in full)				
of	(home address in full)				
со	nsent to my nomination as a staff representative on				
	School Governing Bo	ody			
	m not disqualified from being elected to serve as a member of the School reason of any disqualification, as summarised at page 25.	Governing	Body		
	m committed to:	Yes	Na		
•	maintaining the seven principals of public life - selflessness, integrity, objectivity, accountability, openness, honesty, leadership (Ref: Nolan)	res	No		
•	attending governing body meetings regularly				
•	respecting confidentiality				
•	acting as part of a corporate body				
•	attending Governor Training				
•	visiting school regularly				
•	Implementing the Authority's Equality and Diversity statement for Governors:-				

Statement of commitment to promoting equality

Governors must acknowledge that all individuals have fundamental human rights and welcome the diversity of the community living, working and learning in the Borough. Governors must be committed to promoting equality and tackling social exclusion and as such will integrate equality into all their activities, having due regard to the need to:

- eliminate unlawful discrimination;
- · promote equality of opportunity; and
- promote good relations between all groups irrespective of their disability, race, sex, religion or belief, sexual orientation, trans gender status, age or marital status.

This list is not exhaustive and there are other forms of discrimination that are unacceptable and will not be tolerated.

APPENDIX F

STAFF GOVERNOR - MODEL NOMINATION FORM

STAFF GOVER	NOR NOMINATION FORM	Date
		School Governing Body
you are now ask	overnor vacancy(ies) has arisen on the ked to nominate membe a Staff representative for a four*/other*	er(s) of the teaching*/support*
Please return th	is form to School in a sealed envelope b pm.	oy
* delete as appli	cable	
Please Note	All nominations must have a propose The proposer and seconder must a election.	
	Nomination forms received after the invalid.	e above date and time will be
Headteacher		
	ORM – STAFF GOVERNOR(S)	
	s	CHOOL GOVERNING BODY
The following me	ember of staff is nominated to serve as a gentlember of staff is nominated to serve as a	a staff representative on the
Nominee :		
Proposer :		
Seconder:		

* Please duplicate this section if there is more than one staff governor vacancy on the School Governing Body.

In undertaking their duties as a Staff representative, governors will :-

- seek to meet the needs of the diverse community.

Successful nominee - for their term of office

Unsuccessful nominee - for a period of six months

- value the contribution of all, and will respect their individual differences
- strive to eliminate unlawful or otherwise unjustifiable discrimination and promote equality in learning, employment and training.

I confirm that I have read the above and I know of no reason why I should not be considered as a school governor and acknowledge my commitment to school governance.

I agree to an enhanced disclosure being undertaken through the Criminal Records Bureau (CRB).

***************************************	Signed:
	Date:
	Signature of Headteacher:
	Date received:
	To be retained by the school:

WHO IS ELIGIBLE TO BE A GOVERNOR

Summary

- Aged 18 or over at the time of this election or appointment and not a registered pupil at the school
- Do not hold more than one governorship at the same school
- A person is disqualified from holding or from continuing to hold office as a governor or associate member if he or she:
 - is detained under the Mental Health Act 1983 during their period of office
 - fails to attend the governing body meetings without the consent of the governing body for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-officio governors)
 - is subject to a bankruptcy restriction order or an interim order
 - has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced
 - is subject to
 - a disqualification order or disqualification undertaken under the Company Directors Act 1986
 - a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 492(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body
 - is included in the list of people considered by the Secretary of State as unsuitable to work with children
 - is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
 - is disqualified from registration for childminding or providing day care
 - is disqualified from registration under Part 3 of the Childcare Act 2006
 - has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor
 - has received a prison sentence of 2.5 years or more in the 20 years before becoming a governor
 - has at any time received a prison sentence of five years or more
 - has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor
 - refuses to allow an application to the Criminal Records Bureau for a criminal records certificate

STAFF GOVERNOR - MODEL BALLOT FORM

ELE	CTION OF STAFF GOVERNOR(S)	Date
		School Governing Body
	out below are the nominations received for the ancy(ies) on the School Governing Body.	Staff Governor
Elec	tion Arrangements	
You	election will be held at School onare entitled to vote forcandidate(s). Pleasesite the name of the candidate(s) of your choice.	se place a CROSS in the box
pape	uld you require a postal vote please return this for 20 at pm in a ser and placed inside an outer envelope bearing the signature on the reverse.	sealed envelope marked ballot
Plea	se note	
A	Only ballot papers bearing a cross will be acce	epted and counted as a vote.
\(\)	Ballot papers received after the above date an	nd time will be invalid.
Cou	nting of votes	
>	In the event of a tie, the votes are recounted. the toss of a coin.	If they are still equal, it is left to
Head	dteacher	,
BAL	LOT PAPER – STAFF GOVERNOR(S)	
		SCHOOL GOVERNING BODY
NOM	IINATIONS	
	NAME OF CANDIDATE	
	NAME OF CANDIDATE	
	NAME OF CANDIDATE	

BARNSLEY METROPOLITAN BOROUGH COUNCIL

Please return to: Executive Director for Children, Young People and Families Governor Development Services Berneslai Close BARNSLEY S70 2HS

	SCHOOL GOVERNING BODY
STAFF GOV	ERNORS
The following School Govern	member(s) of staff has / have been elected to serve on the above ning Body for a four year period of office commencing
APPOINTMEN	NT DATE: (please see footnote)
NAME:	
ADDRESS:	
POST CODE:	TEL NO:
NAME:	
ADDRESS:	
POST CODE:	TEL NO:
Signed:Headteacher	
Date:	

- Elected unopposed please insert date of close of nominations
- Elected by ballot -please insert date of the counting of votes.

BARNSLEY METROPOLITAN BOROUGH COUNCIL

Please return to: Executive Director for Children, Young People and Families Governor Development Services Berneslai Close BARNSLEY S70 2HS

	SCHOOL GOVERNING BODY
PARENT GO	OVERNORS
The following Governing Bo	person(s) has / have been elected to serve on the above School dy for a four year period of office commencing
APPOINTMEN	NT DATE: (Please see footnote)
NAME:	
ADDRESS:	
POST CODE:	TEL NO:
NAME:	
ADDRESS:	
2.	
,	
POST CODE:	TEL NO:
Signed: Headteacher	
Date:	

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If there are more than two parent governors please complete a second page.

• Elected unopposed – please insert date of close of nominations

• Elected by ballot – please insert date of the counting votes