



## Election of Staff and Parent Governors Policy

This policy details the process for election of Staff and Parent Governors at Marling School and is derived from the good practice advice contained in the ISCG – A Manual for Governing Bodies and their Clerks 2003.

Staff and Parent Governor appointments are for a term of four calendar years. Within this term of appointment, Parent Governors will continue to hold office even if their child leaves school. Staff Governors however will relinquish the office upon leaving school.

Whenever possible the Governing Body aim to carry out pre-emptive elections for forthcoming Governor vacancies in order to provide continuity of good governance; however it is recognised that for various reasons this is not always practicable.

### Election of Staff Governor

1. Invitations for nomination to become a Staff Governor, including detailed timings of the election, will be forwarded to all members of staff by e-mail and posted on the staff notice-board at least three weeks in advance of the election.
2. Prospective candidates must submit their completed application to the Returning Officer by the date specified.
3. Prospective candidates are invited to support their nomination with a short candidate profile, strictly limited to no more than 50 words as this will be printed on the ballot papers (only the first 50 words will be printed). No further canvassing electronically or otherwise should be undertaken by candidates or their supporters.
4. Polling will take place under the double envelope system whereby, the voter's name is on the outer envelope, which is checked off against a voting list before being discarded, leaving the ballot paper in the sealed inner envelope until the count.
5. Envelopes and ballot papers can be collected from the school office ahead of the election. A notice will be posted on the staff noticeboard, and staff emailed to this effect, once nominations have closed and ballot papers have been printed.
6. All votes must be received by midday on election day, any late arrivals will be discounted All received votes will be held in a secure ballot box, held by the returning officer, until the count.
7. The count will be conducted by the returning officer in the presence of at least one independent observer. All those standing for election will also be invited to attend the count.
8. The returning officer will also announce the results of the election by e-mail, notice-board and school website on completion of the count. In the event of a tie the returning officer will draw lots to determine the outcome.

## Election of Parent Governors

1. Invitations for nomination to become a Parent Governor, including detailed timings of the election, will be forwarded to all those with parental authority by post or e-mail (as appropriate to your preferred communication means held by the school) at least three weeks in advance of the election.
2. Prospective candidates must submit their completed application to the Returning Officer by the date specified.
3. Prospective candidates are invited to support their nomination with a short candidate profile, strictly limited to no more than 50 words as this will be printed on the ballot papers (only the first 50 words will be printed). No further canvassing electronically or otherwise should be undertaken by candidates or their supporters.
4. Polling will take place under the double envelope system whereby, the voter's name is on the outer envelope, which is checked off against a voting list before being discarded, leaving the ballot paper in the sealed inner envelope until the count.
5. Polling slips will be e-mailed or posted as appropriate to all those with parental responsibility once nominations have closed and ballot papers have been printed. Each person with parental responsibility has one vote per vacancy only, irrespective of the number of children they have attending Marling.
6. Instructions on how to vote in accordance with the double envelope system will be included in the above communication.
7. All votes must be received by the Returning Officer by post or by hand no later than midday on Election Day; any late arrivals will be discounted. All received votes will be held in a secure ballot box until the count.
8. The count will be conducted by the returning officer in the presence of at least one independent observer. All those standing for election will also be invited to attend the count.
9. The returning officer will also announce the results of the election by e-mail, school notice-board and school website on completion of the count. In the event of a tie the returning officer will draw lots to determine the outcome.