

TAMESIDE MBC
CHILDREN, LEARNING AND ECONOMIC SERVICES

GOVERNOR AND MANAGEMENT SUPPORT SERVICES

GUIDANCE ON THE ELECTION OF PARENT AND STAFF GOVERNORS

1. Introduction

This guidance updates the previous booklet on governor elections (which was issued in 2003), and brings it into line with the 2003 School Governance Regulations. Overall, the relevant documentation on which this guidance is based is as follows:

- *Circular 7/87, Annex 9, Conduct of Governor Elections*
- *School Standards and Framework Act 1998*
- *Criminal Justice and Court Services Act 2000*
- *Education Act 2002*
- *School Governance Regulations 2003*
- *School Governance Regulations 2007*
- *Safeguarding and Vulnerable Groups Act 2006*
- *School Governance (England) (Amendment) Regulations 2012*

If a Governing Body has decided to re-constitute in accordance with the School Governance (Constitution) (England) Regulations 2012, there are several differences which apply to the Governing Body size and composition – Please contact Tameside Governor Services for further information regarding this if it applies to your school.

If your Governing Body has not been reconstituted, then the following rules still apply.

In Community and Voluntary Controlled Schools, the Local Authority (LA) is responsible for the conduct of governor elections, whereas in Foundation and Voluntary Aided Schools the responsibility rests with the Governing Body. In all schools, it is normally the Headteacher who manages the process of governor elections and acts as the “Returning Officer”. This guidance is intended to assist Headteachers in ensuring that governor elections are not only carried out in accordance with statutory requirements, but also follow established good practice.

The procedures described in this document should be followed by Headteachers of Community and Voluntary Controlled Schools, where the Local Authority is the “responsible body” for the conduct of governor elections. The procedures are not binding on the Headteachers of Foundation and Voluntary Aided Schools, where the Governing Body carries the ultimate responsibility for governor elections, but it is hoped that they will be useful in ensuring good practice.

2. Changes Since the Last Guidance Was Issued

Schools have become used to a process for the election of parent, teacher and staff governors in recent years. However, the 2003 School Governance Regulations amalgamated the existing teacher and staff governor categories into a single staff governor category, and also introduced some restrictions on who may be elected or appointed as a parent governor. The sections on election processes have therefore been re-written to comply with these new regulations.

The last booklet also included a reference to the Criminal Records Bureau (CRB), and the requirement for governors to obtain a satisfactory criminal record check from the CRB before their appointment could be confirmed. Because of workload pressures experienced by the CRB, the Government subsequently replaced this requirement with a self-declaration process, supported by a List 99 check. Further information on Governor CRB applications will become available following the implementation of the Freedom Bill 2012.

3. Elections for Different Governor Categories

Although the principles of good election practice apply to both of the governor categories (parent and staff), the detailed procedures differ slightly for each category. Separate guidance is therefore given for the election of parent and staff governors.

4. Election of Parent Governors

4.1 *Timing of Elections*

Most parent governor vacancies occur at the start of the school year. If this is the case, the best time for conducting parent governor elections is early in the Autumn Term, as this enables parents of the new intake of pupils to be involved. Depending on the date fixed for the Autumn Term Governing Body meeting, it can also enable the newly elected parent governor(s) to participate in the election of the Chair and Vice-Chair and the annual review of Governing Body Committees.

Clearly, vacancies can occur at any time of the year, for a variety of reasons. Sometimes, a vacancy can be anticipated and planned for, but in other cases it cannot. If, for example, a parent governor's term of office is due to expire during a particular school term, the election process can be set in motion earlier in the term, in advance of the date of expiry. This will ensure that the Governing Body does not have to carry a parent governor vacancy for the period when the election process is taking place. In situations where a vacancy arises unexpectedly, every effort should be made to conduct an election process as soon as possible after the vacancy arises.

4.2 *Eligibility*

In general, every person who is a parent of a registered pupil at the school is entitled to take part in the election process (ie to stand as a candidate, and vote, at the election). However, the 2003 regulations introduce two important exceptions to this general rule. **Any parent who is**

(a) *an elected member of the Local Authority*

(b) paid to work at the school for more than 500 hours in any 12-month period (commencing on 1st August and finishing on 31st July the following year)

cannot be elected or appointed as a parent governor, although they are entitled to vote in the election process. The regulation which applies to parents who work at the school will disqualify any parent who is employed for approximately one-third of a week or more. If clarification is required in relation to particular individuals, Headteachers are advised to contact the LA's Human Resources section (Tel: 0161-342-3247) for confirmation of the number of hours worked in the relevant period.

The current definition of "parent" for the purposes of a parent governor election process is based on the Children Act 1989 and is explained in the "Glossary" section of the current edition of "A Guide to the Law for School Governors".

Essentially, **a parent is defined as someone who has parental responsibility for a child**. Parental responsibility is held by both natural parents whether married, unmarried, separated or divorced. It is only "lost" by the natural parents if parental responsibility is transferred by adoption. In other circumstances, parental responsibility is not lost by the natural parents simply because some other person also acquires it eg. step-parents, foster parents, co-habiting partners etc. **In some cases several people may have parental responsibility for one child**. Schools are not required to track down every person who might qualify under this definition, but they cannot rule as ineligible anyone known to them who *does* qualify under this definition of "parent".

4.3 Disqualification

As well as the two situations described above which disqualify some parents from holding office as a parent governor, there are a range of other circumstances which disqualify a person from being a governor in any category (eg people who are declared bankrupt or who have served particular prison sentences). These are detailed later in the booklet and should be made known to anyone thinking of standing for election as a governor.

4.4 Pre-Election Information

When a parent governor vacancy needs to be filled, the school should publicise this fact in an appropriate way. The school should take such steps as are "*reasonably practicable*" to ensure that every person known to them as a parent of a registered pupil at the school is sent a letter, outlining the timetable for the election process and enclosing a nomination form (**Annex 1: Model Letter for Parent Governor Vacancies, Annex 2: Nomination Form for Parent Governor** and **Annex 3: Persons Ineligible to Act as Parent Governors**).

The use of "pupil post" for delivering these letters is perfectly acceptable in the majority of cases. However, where the school is aware of divorced or separated parents who live at different addresses, a letter to the parent with whom the child does **not** live should be sent by post. It would be unreasonable to expect a child to deliver a second letter by hand to an address which was not their home address.

**Schools should also arrange to post, or otherwise deliver, letters to parents whose child is absent from school when the nomination forms are issued. All parents must be given the opportunity to participate in the election of parent governor(s).

4.5 Nominations

As indicated in the previous two sections, Annexes 1 and 2 provide a model letter and nomination form to send to parents. **At least one week from the distribution of the letter should be allowed for return of the nomination forms.** To avoid accusations of maladministration, it is recommended that completed nomination forms be handed to a named person at the school (normally the Headteacher) and that their receipt be acknowledged.

The model nomination form does **not** require a proposer and seconder: self-nomination by the individual parent is perfectly acceptable. However, Headteachers are advised to check that those nominated **are** parents of registered pupils at the school at the time of the election, and confirm that they are aware of the grounds for disqualifications as a governor. If there are any doubts, please seek the advice of staff in Governor and Management Support (Tel: 0161 342 3206).

There is space on the form for the nominee to provide (in not more than 100 words) information about themselves, together with their reasons for wanting to become a parent governor. The information provided by all the nominees can then be circulated to parents should an election become necessary. **Please check that the information provided by nominees does not exceed 100 words.** If some nominees provide more information about themselves than others by exceeding the 100 word limit, and this information is subsequently published to parents, there would be grounds for the election process being declared invalid.

If the number of nominees is smaller than or equal to the number of vacancies, an election process is not required: those nominated are automatically appointed as parent governors. **If there are more nominees than vacancies, an election process must take place.**

If any parent governor vacancies remain after the nomination process, ie. insufficient nominees have put their names forward, then the Governing Body may **appoint** parent governors to the vacancies which remain, in accordance with statutory regulations.

4.6 The Election Process

All parent governor elections must be carried out by secret ballot. The Headteacher will normally act as the Returning Officer for the election process.

All parents of registered pupils should be sent a ballot paper listing the names of candidates in alphabetical order, together with the 100 word personal statements supplied by each candidate. Clear instructions for voting should be given on the ballot paper (**Annex 4: Ballot Paper for Parent Governor Elections**).

Ballot papers may be distributed to parents by “pupil post”, with the same proviso as for the distribution of nomination forms (see Section 4.5 above). Once again, the school should take such steps as are “*reasonably practicable*” to ensure that each

parent eligible to vote receives a ballot paper. Where siblings attend the school, only the eldest child should take home a ballot paper for the parents.

Some schools may find it difficult to know whether particular children should be given one ballot paper to take home (single parent family) or two ballot papers (two parents at home). To minimise the administrative difficulties involved, it is acceptable to send 1 ballot paper with every child as long as the accompanying letter makes it clear that **each** parent is entitled to a vote, and additional ballot papers are available from the Returning Officer by request. Sending 2 ballot papers with every child, irrespective of family circumstances, would increase the possibility of some parents voting twice.

At least one week from the date of distribution should be allowed for the return of the ballot papers. Schools should consider extending this period if they are adopting the system of one ballot paper per child with additional ballot papers available from the school by request. The time and date of the count of returned ballot papers should also be indicated in the letter sent to parents.

4.7 Return of Ballot Papers

In operating the secret ballot required for a parent governor election, schools should endeavour to ensure the necessary secrecy whilst also taking steps to safeguard against duplicate voting or voting by people who are not parents of registered pupils.

Schools may adopt whatever strategies they consider reasonable and manageable. Circular 7/87 describes the use of the “***double envelope***” system. In this system two envelopes are provided with each ballot paper. The completed ballot paper is placed in the first envelope, which is sealed and marked “Parent Governor Election”. This first envelope is then placed inside the second envelope, which is sealed and marked with the parent’s name and the child’s name and class. On receipt of the completed ballot paper, the Returning Officer keeps a record of the name written on the outer envelope, checking their entitlement to vote, and places the inner envelope containing the ballot paper into the ballot box for counting at the appointed time.

Parents must be afforded the opportunity to vote by post if they are unable to deliver ballot papers in person or via “pupil post”, and the time allowed for the return of ballot papers must take this method of voting into account.

4.8 Spoilt Ballot Papers

If a ballot paper is inadvertently spoilt (or lost by the pupil), the Returning Officer may issue a duplicate ballot paper to the parent concerned. Any spoilt ballot papers should be marked “Spoilt” and retained in a secure place. If a duplicate ballot paper is issued to replace one which has been lost, the Returning Officer should ensure that the duplicate can be distinguished from the original in some way, for example by marking it “Replacement for Lost Ballot Paper”, or printing it on different coloured paper.

4.9 The Count

Following the closing date for the return of ballot papers, the Returning Officer should conduct the count. This will normally take place on the school premises at the time and date indicated to parents in the letter accompanying the ballot papers.

As Returning Officer, the Headteacher will need to ensure that the count is dealt with openly and efficiently. Candidates should be invited to be present at the count, although in practice they may be unable to attend because of other commitments. The Returning Officer should appoint scrutineers to confirm that the count was conducted fairly and accurately; these could be either staff of the school or members of the Governing Body.

During the count the Returning Officer has the responsibility for deciding the validity of dubious or spoiled ballot papers. In difficult cases, advice should be sought from Governor and Management Support (Tel: 0161 342 3206).

4.10 A Tied Vote

In the event of a tied vote, the first step is to carry out a recount. If the Returning Officer is satisfied that an equal number of votes have been cast for two candidates, the person to be elected shall be determined by drawing lots or tossing a coin. This event should be witnessed by the Returning Officer and at least two other people.

4.11 Post-Election Arrangements

The Returning Officer should notify the results of the election to all parents, to other members of the Governing Body and to Governor and Management Support. It is not necessary to tell parents the actual number of votes cast, particularly if one of the candidates has only achieved a small number of votes and the school feels that it would be embarrassing for the individual concerned to inform all parents of this. The ballot papers should be retained in a secure place for a period of six months, in case the election result is challenged in any way. Schools are advised to keep a record of the number of ballot papers issued and the number returned at each election as a means of monitoring the level of participation in parent governor elections.

Before the parent governor's appointment can be confirmed, a signed self-declaration form must be completed and a satisfactory List 99 check must be obtained. This process will be initiated by Governor and Management Support, following notification by the school of the name and address of the successful candidate(s). A CRB check will also be initiated by Governor and Management Support Service.

Headteachers are asked to give newly appointed governors a copy of the "Governor Profile" form, which can be found at the back of this booklet. When completed, this should be returned to Governor and Management Support so that the new governor's contact details can be entered on the database.

4.12 Term of Office

The term of office for parent governors is normally for a period of **four years** from the date of election or appointment, although ***some schools may specify a shorter term of office in their Instrument of Government.*** Parent governors are

entitled to serve out their term of office even if their child leaves the school during this period.

5. Election of Staff Governors

5.1 General

Most of the guidance on the procedure to be followed for the election of parent governors will also be valid for the election of staff governors. However, there are a number of areas where the specific detail is different, and these are described in Sections 5.2 - 5.5 below.

5.2 Eligibility

The rules governing eligibility will vary according to the total number of staff governor places available on the Governing Body (this information will be formally recorded on the Instrument of Government for the school). ***In every school, one staff governor place is reserved for the Headteacher.*** If the Headteacher chooses not to be a governor, then this place must remain vacant. The remaining staff governor places must be filled by staff who are paid to work at the school, in accordance with the 2003 regulations

Where there is only one further staff governor place (ie the Governing Body has a total of two staff governor places, including the reserved Headteacher place), this place must be filled by a teacher - unless no teacher stands for election. For schools in this situation, the Headteacher must invite nominations from the teaching staff only, in the first instance. Only if no teachers put their names forward for election (by the date set), can the Headteacher invite nominations from members of the non-teaching staff.

Where there are two or more further staff governor places (ie the Governing Body has a total of three or more staff governor places, including the reserved Headteacher place), one of these places must be filled by a teacher and one by a member of the non-teaching staff - unless no-one from one of these categories stands for election. If there are no nominations from one of the staff categories (teaching/non-teaching), the staff governor place can be filled by a member of staff from the other category.

Anyone who is paid to work at the school is entitled to put themselves forward for consideration. This regulation applies to both teaching and non-teaching staff.. As far as teachers are concerned, therefore, temporary, part-time or peripatetic teachers are eligible, in addition to those teachers employed on a full-time contract. However, as staff governors may not continue to be governors if they cease to work at the school, it is unlikely that teachers employed on a short-term temporary contract or on a supply basis would consider nominating themselves. Nevertheless, a teacher paid on a temporary contract or as a supply teacher at the time of a staff governor election, is entitled to vote in such an election.

5.3 Position of the Headteacher

One of the staff governor places is reserved for the Headteacher of the school. Additionally, because the Headteacher is *“paid to work at the school”*, he or she is entitled to vote in any election process for the appointment of other staff governors. Most Headteachers, however, prefer not to participate in such elections. Headteachers are advised to make their position clear to staff in advance of any staff

governor election. Should they decide to participate, they should arrange for someone else (eg the Chair of Governors) to act as the Returning Officer.

5.4 Nomination and Ballot Arrangements

These will generally be easier to manage than those for a parent governor election. The Returning Officer should ensure that all eligible staff are personally informed in writing of a governor vacancy (simply placing a notice on the staff-room noticeboard is not acceptable), and invited to submit a nomination, including a relevant 100 word statement, by a specified date (**Annex 5: Nomination Form for Staff Governor Election** and **Annex 6: Persons Ineligible to Act as Staff Governors**). Delivery of nomination forms will generally be by hand, but any staff absent from school at the time of the election should be sent a form by post; postal delivery may also be appropriate for part-time and peripatetic staff. Sufficient time should be allowed for the return of the nomination forms, particularly if any are being delivered by post, and the closing date should be clearly stated.

All staff who are paid to work at the school are entitled to vote for any of the candidates, and the Returning Officer should ensure that the appropriate number of ballot papers is issued (**Annex 7: Ballot Paper for Staff Governor Elections**). As there is now only one category of staff governor, rather than separate categories for teaching and non-teaching staff governors, **all staff must be given the opportunity to vote in every staff governor election - there must be no differentiation of teaching and non-teaching staff as far as voting rights are concerned.**

Once again the “*double envelope*” method will help to ensure a secret ballot whilst at the same time preventing any duplicate or ineligible votes. Sufficient time should be allowed for the return of the ballot papers, particularly if any are being delivered by post, and the closing date should be clearly stated.

5.5 Term of Office

The term of office for staff governors is normally for a period of **four years** from the date of election or appointment, although **some schools may specify a shorter term of office in their Instrument of Government**. Staff governors may not continue in office if they are no longer employed at the school, even if they have not served out their term of office.

6. Information Required by the Local Authority

On completion of an election, Headteachers should ask the successful candidate to complete the "Governor Profile" form, a copy of which can be found at the end of this booklet. The information provided will be placed on a computerised database, which will be used to assist in the distribution of papers in connection with Governing Body meetings and Governor Training. The Data Protection Act will apply to this information and any governor may request to see their own details on the database.

Following receipt of this information, a letter will be sent to the newly elected governor, explaining the arrangements for completing a self-declaration form and undergoing a "*List 99*" and *CRB* check. Headteachers are encouraged to contact Governor and Management Support with the name and address of the successful candidate(s) as soon as possible, so that this process can be started.

The contact details are:

**Governor and Management Support
Children, Learning and Economic Services,
Council Offices,
Wellington Road
Ashton-under-Lyne
Tameside OL6 6DL**

Tel: 0161-342-3206

e-mail: lorayne.cooksey@tameside.gov.uk

ANNEX 1: MODEL LETTER FOR PARENT GOVERNOR VACANCIES

School Address:

Date:

Dear Parent

SCHOOL GOVERNING BODY: PARENT GOVERNOR VACANCIES

There is/are vacancies for Parent Governor(s) to serve on the school's Governing Body.

As well as Parent Governors, the Governing Body consists of Local Authority Governors appointed by Tameside Council, Staff Governors elected by the staff of the school, Community Governors chosen by the other governors, and myself as Headteacher. *(Add other governor categories, as appropriate, for Voluntary Controlled Schools, Voluntary Aided Schools and Foundation Schools).*

Becoming a Parent Governor is important because you will be involved in making decisions about many aspects of the school's life, and it is vital that parents' views are represented at Governing Body meetings.

If you are the parent of, or you have parental responsibility for, a child who attends the school you are eligible to stand for election as a Parent Governor - unless any of the conditions stated on the enclosed sheet apply to you.

Enclosed with this letter you will find a nomination form that you need to complete if you would like to stand for election. As you will see, you need to write a short paragraph about yourself to help other parents decide whom to vote for, if an election is needed. If you would like more information about what is involved in being a governor, or you are not sure how to complete the form, please contact me at the school. Information is also available from Governor and Management Support at Tameside Council (Tel: 0161-342-3206)

New Parent Governors are not expected to be instant experts. If you are elected, you will receive information about the Governing Body's responsibilities and you will be invited to attend an Induction Programme for New Governors, which is held in the second half of the each term.

Please think seriously about standing as a governor. Remember that decisions taken by the Governing Body will affect your child's future.

Yours sincerely

Headteacher

ANNEX 2: NOMINATION FORM FOR PARENT GOVERNOR ELECTION

St. Paul's Stalybridge

Before completing this form, prospective candidates should read the notes on the sheet "Persons Ineligible to Act as Parent Governors".

DETAILS OF NOMINEE (PERSON WISHING TO STAND AS A PARENT GOVERNOR)	
NAME: (block letters)	
SIGNATURE:	
DATE:	
ADDRESS: (including post code)	
PARENT OF: (pupil's name)	
PUPIL'S CLASS:	

You are asked to provide a statement about yourself in the space below, giving relevant personal details and stating your reasons for wishing to become a parent governor. ***This statement should not exceed 100 words.*** It will be published for the information of parents should an election be necessary. *(If you require any assistance in completing this part of the form please contact the Headteacher at the school).*

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The nomination form should be returned in a sealed envelope, marked "**PARENT GOVERNOR NOMINATION**", to the Headteacher at the school by 23rd September 2013

ANNEX 3: PERSONS INELIGIBLE TO ACT AS PARENT GOVERNORS

The 2003 School Governance Regulations prevent the following individuals from being elected or appointed as a parent governor:

- *Any parent who is an elected member of the Local Authority;*
- *Any parent who is paid to work at the school for more than 500 hours in any 12-month period commencing on 1st August and finishing on 31st July the following year.*

Although people who fall into either of these categories cannot be elected or appointed as a parent governor, they are entitled to vote in the election process.

In addition, anyone who is appointed as a governor in any category must be able to make the following self-declaration. Please do not put your name forward for consideration as a parent governor unless you are able to do this.

QUALIFICATIONS AND DISQUALIFICATIONS – IN RESPECT OF BECOMING A SCHOOL GOVERNOR

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

I declare that I am Not disqualified from serving as a school governor and that none of the disqualifications listed underneath apply to me.

A person is *disqualified* from holding, or from continuing to hold office as a *governor* or *associate member* if he or she:

- 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 or a debt relief order or an interim debt relief order;
- has had their estate sequestered and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking 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.

SIGNATURE _____ **DATE** _____

If you require clarification on any of the above, please contact Governor and Management Support at Children. Learning and Economic Services, Council Offices, Wellington Road, Ashton-under-Lyne, Tameside, OL6 6DL (Tel: 0161 342 3206).

ANNEX 4: BALLOT PAPER FOR PARENT GOVERNOR ELECTIONS

ELECTION OF PARENT GOVERNOR St PAUL'S STALYBRIDGE

BALLOT PAPER

There is 1 vacancy for parent governors to be elected to serve on the Governing Body of the school.

Each person who is a parent of, or who has parental responsibility for, a pupil at the school may vote in the election.

Statements, made by each of the candidates, are attached.

Vote by writing **X** opposite the names of the candidate(s) you choose.

You should vote for no more than of the candidates listed below.

CANDIDATES

NAME

VOTE

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The ballot paper should be returned to the school no later than **3.30 pm** on Two envelopes of different size are provided for the return of the ballot paper. You are advised to place your ballot paper in the smaller envelope, seal it and label the envelope "Parent Governor Election". The smaller envelope should be placed inside the larger envelope which should also be sealed and then labelled with your name and your child's name and class.

ANNEX 5: NOMINATION FORM FOR STAFF GOVERNOR ELECTION

NAME OF SCHOOL

Before completing this form, prospective candidates should read the notes on the sheet "Persons Ineligible to Act as Staff Governors".

DETAILS OF NOMINEE (PERSON WISHING TO STAND AS A STAFF GOVERNOR)	
NAME: (block letters)	
JOB TITLE:	
SIGNATURE:	
DATE:	
ADDRESS: (including post code)	

You are asked to provide a statement about yourself in the space below, giving relevant personal details and stating your reasons for wishing to become a staff governor. ***This statement should not exceed 100 words.*** It will be published for the information of staff, should an election be necessary.

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The nomination form should be returned in a sealed envelope, marked "**STAFF GOVERNOR NOMINATION**", to the Headteacher at the school by

ANNEX 6: PERSONS INELIGIBLE TO ACT AS STAFF GOVERNORS

Anyone who is appointed as a governor in any category must be able to make the following self-declaration. Please do not put your name forward for consideration as a staff governor unless you are able to do this.

There are a number of reasons why people cannot become governors of a school. Individuals applying to become a school governor are therefore asked to make the “self declaration” set out below.

QUALIFICATIONS AND DISQUALIFICATIONS – IN RESPECT OF BECOMING A SCHOOL GOVERNOR

A governor must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one governorship at the same school.

I declare that I am Not disqualified from serving as a school governor and that none of the disqualifications listed underneath apply to me.

A person is *disqualified* from holding, or from continuing to hold office as a *governor* or *associate member* if he or she:

- 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 or a debt relief order or an interim debt relief 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 undertaking 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.

SIGNATURE _____ DATE _____

ANNEX 7: BALLOT PAPER FOR STAFF GOVERNOR ELECTIONS

ELECTION OF STAFF GOVERNOR

NAME OF SCHOOL

BALLOT PAPER

There arevacancies for staff governors to be elected to serve on the Governing Body of the school.

Each person who is paid to work at the school may vote in the election.

Statements, made by each of the candidates, are attached.

Vote by writing **X** opposite the names of the candidate(s) you choose.

You should vote for no more than of the candidates listed below.

CANDIDATES

NAME	VOTE
Alan COLLINS
Robert GREEN
Carol JONES
Ramesh MISTRY
Susan WILLIAMS

The ballot paper should be returned to the school no later than **3.30 pm** on Two envelopes of different size are provided for the return of the ballot paper. You are advised to place your ballot paper in the smaller envelope, seal it and label the envelope "Staff Governor Election". The smaller envelope should be placed inside the larger envelope which should also be sealed and then labelled with your name.

GOVERNOR PROFILE

1. *Personal Details*

In order to ensure that Governor and Management Support is able to communicate effectively with governors, it operates a database of individual governor records. This information is held on computer and, in accordance with the Data Protection Act, individual governors have the right to see the details of their own record.

It would be a great help, therefore, if you would provide the information requested below.

PLEASE COMPLETE IN CAPITALS

Title : Mr/Mrs/Ms/Miss/Dr/Rev/Other

First Name :

Surname :

Tel.No. : Daytime

Evening

Address :

.....

.....

Postcode.....

EMAIL Address:.....

2. *Governing Body Membership*

Please name below the school(s) at which you are a governor and the category of governorship you hold, eg. LA, Foundation, Parent, Staff, Community, Partnership or Sponsor.

School	Category of Governor

Please give the completed profile to the Clerk to the Governing Body or the Headteacher of the School or send it direct to:

Governor and Management Support, Children, Learning and Economic Services,
Room 2.38 Council Offices, Wellington Road, Ashton-under-Lyne, Tameside OL6
6DL

Thankyou for your support