



EDUCATION AND SKILLS DIRECTORATE, BIRMINGHAM CITY COUNCIL

**GUIDANCE FOR HEADTEACHERS ON HOLDING STAFF GOVERNOR
ELECTIONS IN MAINTAINED SCHOOLS**

1.

- 4.2 The returning officer will send to each person eligible to be elected the following:
- 4.2.1 A letter to all eligible members of staff who qualify under paragraph 3.1 notifying them that an election for a staff governor is required. This letter should state the date of the election which is the date of the count of ballot papers. **(see Appendix B for model letter calling for nomination).**
 - 4.2.2 The nomination form that will indicate the closing date for nominations, which will be not less than five school days from the date of issue. Candidates will be invited to submit a statement in support of their nomination **(see Appendix C for the model nomination form).**
 - 4.2.3 A list of qualifications and disqualifications to serve as a school governor **(see Appendix G for list of those persons who qualify for election or appointment as a staff governor and those who are disqualified from serving as a school governor).**
- 4.3 Staff may self

Appendix A - Flowchart

Appendix B – Model nomination letter

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than <insert date>. You may also include a personal statement to support your nomination. There is no limit on the length of this statement, however, we encourage candidates to be succinct when setting out the skills, experience, and attributes that they can bring to the GB to support their nomination. Self-nominations will be accepted, but if you are nominating another member of staff please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot on <insert date>. If that is necessary, voting papers will be sent to all staff together with details of the ballot procedure.

To find out more about our school's GB (i.e. frequency of meetings etc) and the GB's code of conduct please contact <insert contact details>.

Yours faithfully,

Returning Officer

Enc. Nomination form
 Governor disqualification details

Appendix C – Model nomination form

{Enter school name}

NOMINATION FORM for the election of staff governors

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address:

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Please complete your personal statement on the reverse of this nomination form.

There is no limit on the length of this statement, however, we encourage candidates to read the nomination letter carefully and be succinct when setting out the skills, experience and attributes that they can bring to the Governing Board (GB) to support their nomination.

Your personal statement will be provided to each person who is eligible to vote.

Completed nomination forms must be returned to the school by *<insert date>*

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Dear Colleague,

STAFF GOVERNOR ELECTION

I wrote to you on *<insert date>* to invite nominations for the vacancy for a staff governor. This letter referred to the following skills and experience the Governing Board (GB) ideally requires at this time *<description of desired skills>*.

I am delighted to say that there has been a good response and there are *<insert number>* candidates for the one vacancy. This means we must now hold a ballot.

Attached to this letter is:

- a ballot paper with the names of the candidates (in alphabetical order)
- a copy of the personal statements from the candidates who are *<insert staff names>*

You may vote for one candidate only. Each member of staff can only submit one ballot paper. As indicated on the ballot paper you should vote by marking an X alongside the name of the member of staff you support.

Once you have marked the ballot paper you should seal it in the envelope provided. This should then be put in the ballot box, which can be found *<named location, e.g. school foyer>* by *<insert date>*. If it is not possible for you to vote in person, please return to the following address: *<insert address for returning officer>*. If you are voting by post, please ensure you allow enough time for your ballot paper to arrive no later than the closing date. Any postal votes received after this date will not be counted.

Or if using the double enveloping system remove the paragraph above and replace with the paragraph below

Once you have marked the ballot paper you should seal it in the blank envelope. This should be placed in the addressed envelope and handed in to the school at the reception desk. They will check your entitlement to vote and immediately place the envelope containing the ballot paper in the ballot box.

The election will be decided by a simple majority of votes cast. In the event of a tie, lots will be drawn.

When the election has been completed, I will let you know the outcome. If in the meantime you have any queries, please let me know.

Thank you for taking the time and trouble to support this election.

Yours faithfully,

Returning Officer

Using a Doubled Envelope Voting System

In order to ensure confidentiality, staff

Appendix G –Qualifications and disqualifications to serve as a school governor

Qualifications and disqualifications to serve as a school governor

Grounds for disqualification fall into three broad categories:

- general grounds;
- grounds that apply to particular categories of governor; and
- grounds that arise because of particular failings or actions on the part of the governor.

All the grounds for disqualification apply also to associate members except that associate members can be registered pupils at the school and can be under 18.

General grounds

Registered pupils cannot be governors.

A governor must be aged 18 or over at the time of election or appointment.

A person cannot hold more than one governor post at the same school at the same time.

Grounds that apply to particular categories of governor

A person is disqualified from being a parent governor if they are an elected member of the LA or paid to work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in any consecutive twelve month period at the time of election or appointment.

A person is disqualified from being a local authority governor if they are eligible to be a staff governor at the school.

A person is disqualified from being a partnership governor if they are:

- a parent of a registered pupil at the school;
- eligible to be a staff governor at the school;
- an elected member of the local authority; or
- employed by the local authority in connection with its education functions.

Grounds that arise because of particular failings or actions on the part of the governor

A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. This does not apply to the headteacher or to foundation governors appointed by virtue of their office.

A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve month period starting on the date on which they were disqualified.

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; a debt relief restrictions order; an interim debt relief re-3(;)TETQ6ETQ01r5(ng)3()-4(t)-4(o)13()-4(a)JT

(Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)

- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- has been removed from office as an elected governor within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
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