



1. Constitution of Governing Bodies

All Academies shall include up to two parent governor on their governing bodies (or in the case of Federations, 1 parent from each academy).

2. Conduct of Elections

The election procedure should be implemented if an appointment is required. The Trustees of DNEAT will have overall direction of the conduct of elections; however, the head teacher will preside over the election for the governing body of his/her Academy.

3. Electorate

The electorate shall consist of every person who is recorded by the academy as either a parent, or as a person in the place of a parent, of a child who at the date of notice of the election is a registered pupil at the Academy. For the purpose of these elections a parent is defined as:

- a) All natural parents, whether they are married or not
- b) Any person who, although not a natural parent, has parental responsibility for a child or young person
- c) Any person who, although not a natural parent, has care of a child or young person.

4. Timetable for elections

a) day 1	Notice of election and invitation to eligible parents for nominations
b) at least 7 days from issue of letter	Return of nomination papers to headteacher
c) as soon as practicable if more nominations than vacancies	Issue of ballot papers
d) at least 7 days from issue of ballot papers	Return of ballot papers, count votes and publish results

5. Distribution of Election Material

In order to give every assistance to parents to take part in the election, the Trustees of DNEAT undertakes the distribution and return of election material through the pupils in the Academy. Parents are expected to play their part by ensuring that the pupils deliver and return election material safely and on time. In particular it should be noted that no election will be invalid by the failure of any notice of election, nomination paper or ballot paper to reach its destination in due time.

6. Nominations of Candidates

- 6.1 Pupils will be issued with a letter from the head teacher, for their parents, giving notice of the election and seeking nomination(s) for appointment to the governing body. A date and time shall be fixed for the return of the nomination papers to the head teacher. This shall be not less than seven days after the general issue of the head teacher's letter to the parents has been issued to the children.

- 6.2 Electors not disqualified from holding office in accordance with the current Scheme of Delegation.
- 6.3 To be valid, a nomination paper must be signed by one elector as proposer and two electors as seconders. It must also contain a statement signed by the candidate of willingness to serve as a governor if elected. A candidate shall not propose or second himself/herself.
- 6.4 Candidates shall be invited to include on their nomination paper biographical details limited to not more than two hundred and fifty words for inclusion on/with any voting paper. The candidates wording should go out as submitted, with any words in excess of 250 being deleted.

7. Elections

- 7.1 If by the time fixed for delivery of nomination papers, the head teacher has received duly completed nomination forms for no greater in number than the number of available vacancies for parent governors, the candidate so nominated shall be declared duly elected.
- 7.2 If an Election is necessary, the head teacher shall prepare ballot papers following the form provided by the Trustees of DNEAT. The form provided is intended to be used as a master copy.
- 7.3 **IMPORTANT:**
Academies must consider ways of preventing duplication of ballot papers. Numbered papers might be one way of highlighting any such duplication, but other ways could include the copying of ballot papers on unusual coloured papers or the addition of a distinguishing mark in colour or by embossing on each paper.
- 7.4 If a system of numbered ballot papers is used, the ballot papers must be randomly distributed to ensure anonymity of voting parents/guardians.

8. Issue and Return of Ballot Papers

- 8.1 Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the Academy. The head teacher shall fix a date and time as soon as practicable after the close of the election for the count to be held.
- 8.2 Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

9. Holding the Election

- 9.1 Ballot papers will be issued by the head teacher to the pupils for their parents and a record of their issue shall be kept. A date and time shall be fixed for the return of the ballot papers not less than seven days after the general issue of the ballot papers to the children. Ballot papers must be returned by the date and time fixed, in a sealed envelope addressed to the head teacher, indicating it contains a ballot paper, and bearing no other mark. Those ballot papers not returned in sealed envelopes shall be declared invalid. Ballot papers shall remain unopened and in a secure place until the count commences.

10. Counting of Ballot Papers

- 10.1 The count shall take place in the presence of the head teacher and one member of the governing body. Any candidate or his/her authorised representative must be invited to attend the count.
- 10.2 The head teacher shall determine the validity of any ballot paper and any vote recorded on that ballot paper. A candidate or candidates receiving the highest number of votes shall be declared elected to the vacancy. In the case of a tie between any two candidates for a vacancy they shall, as soon as practicable, in the presence of the headteacher, draw lots to determine which shall take the vacancy. The head teacher may hold one or more recounts of the votes if he / she thinks it advisable. Prior to any recount, all ballot papers shall be thoroughly mixed.

11. Declaration of Results and Objections

- 11.1 The head teacher shall retain a record of the number of votes for each candidate and of the number of invalid votes. The head teacher shall at the conclusion of the count place all rejected votes in a sealed envelope until the period for objection has elapsed or until any objection has been resolved, whichever is the longer. Ballot papers shall be retained for a period of six months in a secure place.
- 11.2 A notice of the result of the election shall be posted on the Academy notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election. Any such objection must be in writing and must state the grounds upon which the objection is made. Objections shall be addressed to the Chair of the Trustees of DNEAT and shall be referred by them to the DNEAT Board of Trustees.
- 11.3 The head teacher shall send the nomination form of the successful candidate to the DNEAT Governance Manager. The Governance Manager will arrange for the candidate to complete the DNEAT Parent Governor Appointment Form.

12. Election Sub-Committee, the Trustees of DNEAT

- 12.1 The Trustees of DNEAT shall have power to determine all matters referred to it by the Chair of Trustees including declaring an election invalid and ordering a further election.
- 12.2 If the Trustees of DNEAT find that any breach of the secrecy of the ballot has occurred, they shall declare the result invalid and order a further election unless they are satisfied that the breach (es):
- i. Occurred by accident and is/are unlikely to have affected the result of the election, or
 - ii. Occurred by reason of circumstances outside the control of those conducting the election.



Friday 1st December 2023

Dear Parent/Carer

Election of Parent Governor at Gooderstone Church of England Academy

The local governing body is responsible for both the conduct of the school and for promoting high standards. The local governing body carries out its role by setting the vision for the school and then ensuring that the school works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the school and its community, by both supporting and constructively challenging the school, and by ensuring accountability and compliance. The local governing body of our school is made up of parent governors, Trust Appointed governors and a staff governor.

A vacancy has arisen for a parent governor on our local governing body. The local governing body is asking you to nominate someone with parental responsibility for a child at the school. If it receives more than one nomination, then a ballot will be held. Parent governors are elected by the parents or guardians of children attending the Academy. All parents or guardians of children attending the Academy are entitled to propose or second candidates and vote. Nomination papers for this purpose can be obtained at the Academy from the head teacher.

Before you decide to nominate someone, or indeed stand yourself, you may want to know a bit more about what is involved. Governors need not be experts in the field of education. What they do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. The skills you have in your daily/working life can be very useful to the local governing body. Governors also need what are known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All governors are expected to be able to read straightforward reports and data on school standards.

Our local governing body expects governors to

- attend 6 termly meetings of the full governing body (These are virtual in the winter month and face to face in the spring and summer.)
- visit the school formally for monitoring purposes at least once a term
- visit the school informally 2-3 times a year
- commit to attend training courses (online or face to face)

In return, our governing body commits to

- provide you with a structured induction
- provide access to quality training via DNEAT, the Diocese of Norwich and the National Governance Association (NGA)
- provide you with an experienced governor as mentor

If you would like to find out more about how you can contribute to governance at our school, please email me with your contact details and I will pass on your details to the chair who will then arrange a time for a conversation.

The completed nomination papers must be returned to the above Academy by: 15/12/23

If the number of nominations received is equal to the number of vacancies there will be no need to hold a ballot. If a ballot is necessary, it will be by "postal" ballot and your child will be asked to deliver and return

your voting (ballot) paper. One ballot paper per parent or guardian is allowed, irrespective of how many of your children attend the Academy. Ballot papers must be returned in sealed envelopes to the Academy no later than: 20/12/23 which will be the "date of the election".

More information is given in the notes attached and you are advised to read them carefully before taking part in the election.

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me.

Yours sincerely.

A handwritten signature in blue ink, appearing to read 'Sarah Godbold', with a long horizontal flourish extending to the right.

Sarah Godbold
Executive Head

NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

The composition of the local governing body detailing the number of parent governors is set out in the Scheme of Delegation.

A parent governor will have a term of office of four years.

Any governor may resign at any time during their period of office.

A parent governor does not have to resign when his/her child leaves the academy, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the academy.

Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the head teacher, in a sealed envelope, addressed to the head teacher of the academy, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.

All candidates or their representatives will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the academy notice board for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.

NOMINATION PAPER FOR ELECTION OF PARENT GOVERNOR

PLEASE NOTE: Sections A, B and C must be completed. The candidate nominated and those proposing and seconding must be parents (or those with parental responsibility) entitled to vote in the election. Candidates may not propose or second themselves. Please use BLOCK CAPITALS to complete this form.

SECTION A: To be completed by the candidate

Full name and address of candidate (parent nominated for election): _____

Email address: _____

Parent of (name of pupil): _____

I agree to being nominated for election as a Parent Governor of the above named DNEAT Academy.

Signature of candidate: _____ Date: _____

Please note that space is provided overleaf for the candidate to write brief biographical details of NOT MORE THAN 250 words to go out with the ballot papers. Excess words will be deleted.

SECTION B: To be completed by the proposer (who must be a parent with children at the above named DNEAT Academy)

I (full name and address) _____

Propose (name) _____

Signature of proposer _____ Date: _____

SECTION C: to be completed by the seconders (who must be a parent with children at the above named DNEAT Academy)

Full name and address of first seconder: _____

Signature of first seconder: _____ Date: _____

Full name and address of second seconder: _____

Signature of second seconder: _____ Date: _____

GROUNDNS FOR DISQUALIFICATION (Scheme of Delegation, Section 5)

Disqualifications (Scheme of Delegation, Section 5)

- No person shall be qualified to serve on the LGB unless he is aged 18 or over at the date of his election or appointment. No current pupil or student of the Academy shall be entitled to serve on the LGB.
- A person serving on the LGB shall cease to hold office if they becomes incapable by reason of illness or injury of managing or administering their own affairs.
- A person serving on the LGB shall cease to hold office if they are absent without the consent of the Chair of the LGB from three consecutive full meetings of the LGB and the LGB resolves that their office be vacated.
- A person shall be disqualified from serving on the LGB if:
 - their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - they is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from serving on the LGB at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- A person serving on the LGB shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- A person shall be disqualified from serving on the LGB if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from serving on the LGB where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 (persons disqualified from being charity trustees or trustees of a charity) of the Charities Act 2011.
- After the Academy has opened, a person shall be disqualified from serving on the LGB if he has not provided to the Directors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- Where, by virtue of this Scheme, a person becomes disqualified from serving on the LGB; and he was, or was proposed, to so serve, he shall upon becoming so disqualified give written notice of that fact to the Directors.
- This clause 5.6 [and paragraph 2 of Appendix One] shall also apply to any member of any committee of the LGB who is not a member of the LGB.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the local governing body.

NOMINATED CANDIDATE'S STATEMENT

This will be included with the ballot papers should an election be required.
Please state briefly why you wish to be a parent governor of this DNEAT Academy. You may wish to detail any skills and experience you have that you feel might be relevant.
250 words maximum – excess words will be deleted.

Statement of _____

Candidate for Parent Governor at _____
