



## **NEWBURY ACADEMY TRUST**

### **Local Governing Body Parent Governor Election Procedure.**

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1. The Returning Officer for all NAT Local Governing Body (LGB) parent governor elections is the Executive Headteacher.
2. When there is a vacancy for a parent governor, the NAT clerk will inform the Board of Trustees and Executive Headteacher. A timetable for an election is agreed that minimises delay and avoids school holidays.
3. The Returning Officer will send a letter by email to all parents notifying them that an election for a parent governor is required, and inviting nominations. Nomination forms will be available to download from the school website, picked up from reception or can be posted on request. The Returning Officer will also publish the LGB Member Role Description which sets out the role of a local governor and the Trust's expectations, and includes the circumstances in which someone is not allowed to serve as a governor. The Code of Conduct for Local Governors will also be published.
4. The nomination form will indicate the closing date for nominations, which will be no less than 10 school days from the date of issue. Candidates should submit a statement in support of their nomination, which should be no longer than 250 words. In addition, candidates must include the details of two other parents (eligible for this election) to propose and second their nomination. This should not be a partner or relative.
5. The Board of Trustees will carry out a regular skills audit of LGB members and on occasion, may ask for parents with particular skills/experience to put their name forward for election. This does not preclude any other member of the parent body from standing for election.
6. Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the Board of Trustees will appoint parent governors to the vacancy or vacancies in accordance with the articles of association.
7. If there are more nominations than vacancies, a secret ballot will be conducted. This may be in paper form or via an online voting method. Full instructions for voting will be provided together with the candidate's name and election statement. Only for

any parent who does not have access to email will an alternative voting method be provided. The cover letter will set out that:

- All parents of registered pupils at the academy/one of the academies in the Trust are entitled to vote. Depending on the number of vacancies, parents may be asked to vote for more than one candidate. Each parent can submit one vote per vacancy, regardless of the number of children they have attending the school;
  - The closing date and time for receipt of ballot papers/electronic votes, which will be no less than 8 school days;
  - The candidates' personal statements will be provided with the voting instructions.
8. For ballot paper returns, a ballot box will be provided in the school (s) [reception area], and parents will also be given the option to vote by post. Ballot papers may also be returned to the school by a registered student.
  9. No arrangements will be made for proxy voting.
  10. Returned envelopes must be locked away unopened until the closing date.
  11. At the closing date, the Returning Officer will, for the paper voting method, count the votes in front of at least two witnesses, or for electronic voting the result will be sent directly to the Executive Headteacher, Clerk and one other staff or governor representative. Candidates are permitted to witness the counting of ballot papers, but there is no requirement to attend. The Returning Officer is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.
  12. In the event of a tie, there should be a recount. If this does not produce a clear result, the candidate with the youngest registered pupil at any Trust school will be elected.
  13. The NAT clerk will inform all the candidates individually about the result of the ballot. The Trust will notify Get Information About Schools (GIAS) within 14 days, of the names of successful candidates; whether they were elected or appointed and the name of the governor they are replacing.
  14. Other parents will be notified of the result via the school newsletter and/or website.
  15. The ballot papers will be retained securely for six months in case the election result is challenged.

<b>Authorised by</b>	Board of Trustees
<b>Date</b>	31 <sup>st</sup> August 2022
<b>Effective Date for Review (2 Years)</b>	September 2024