

Timeline for Parent Governor Election at Trinity School (November 2019)

(Appointment to commence 1/1/20)

Tuesday 5th November:

- Send out letter inviting nominations and timeline for Trinity Parent Governor vacancy by parent email.
- Election folder to be published on the school website.

Friday 22nd November: Deadline for requests to receive ballot papers by post.

Friday 22nd November 12 noon: Close of nominations.

This determines whether an election is required. If there is one nomination for the one vacancy that person is elected (subject to a DBS check).

If there are more nominations than vacancies ballot papers need to be prepared.

Monday 2nd December:

- Ballot letter, ballot paper and return envelope should be issued to **each** parent. (Some may require posting).
- Ballot box to be set up in Reception.

Friday 13th December at 12 noon: Close of Ballot.

- The count will take place immediately after the close of Ballot.
- Candidates should be invited to attend.
- There should be two witnesses at the count.

- NAT Clerk will advise candidates individually of outcome.
- Parents will be notified of result via school newsletter and/or website.
- NAT Clerk will update Get Information About Schools within 14 days.