



Holy Trinity C of E Primary School

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The Election Procedure

Parent Governors: The election procedure

It is essential that 'qualified' (see below) parents receive only one voting paper each. In some circumstances it is possible for a child to have more than two 'parents' but a family with three children in the school does not qualify the parents for a total of six votes. To avoid this, the school office will need to compile a register of pupils by families.

It should be noted that Section 576 of the 1996 Education Act defines a parent as including:

- All natural parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person in the sense that the child lives with them and they look after that child.

It is quite possible for several people to have parental responsibility at the same time. If another person has been given, or acquired, parental responsibility this does not extinguish anyone else's parental responsibility. If in any doubt the school office should contact the RBWM's legal department.

From the list of families, envelopes:

- To each family must be prepared and a "voting package" sent, i.e. the ballot papers and the profiles.
- Should be marked Governor Election and bear the returning officer's address at the school.
- Will hold the completed numbered voting papers for the secret ballot.

Where voting papers are lost or spoiled:

- The returning officer may, subject to an investigation of the circumstances involved, issue a duplicate paper.

The returning officer:

- Determines the dates between which votes may be cast.
- The period shall not be less than five days; Monday to Friday is convenient, with voting ending at, say 1.00 pm to allow the votes to be counted later that day.
- It is recommended that candidates be invited to the count.

The completed voting slips:

- Are required to be sealed in the special Governors Election envelope, returned in person, by post or by pupil post, and placed in a ballot box provided by the returning officer.

The ballot box:

- Which must be supervised at all times, is best held in the school office.
- If there is a great volume of returned voting envelopes, the box may need to be emptied regularly into a sack under the eye of the returning officer.

As soon as possible after the end of the voting period,

- Within three working days.
- The returning officer in the presence of a witness shall count the votes.
- It is permissible for the candidates to watch but not take part in the count.
- If when the count has been completed the first unsuccessful candidates' total is very near, the returning officer may require a recount.
- In the event of a tie, the votes must be recounted.
- If there is still no winner, then the successful candidate shall be the one with the youngest child in the school.

The returning officer:

- Informs the candidates of the results (as soon as is practicable)
- Publishes the election result notice – (this indicates the number of papers issued and the number of votes cast for each candidate).
- Displays the election result notice in a prominent position in the school, with copies of the notice forwarded to the clerk, to the governors and to the Governor Development Service.
- Retains the ballot papers for six months from the date of the count.

If, after the process, parent governor vacancies still exist the governing body can appoint parents to these vacancies if they satisfy the following criteria in this order:

- I. A parent of a registered pupil at the school, or if that is not possible,
- II. A parent of a former pupil of the school, or if that is not possible,
- III. A parent of a pupil of or under compulsory school age.

If the parent governor positions remain vacant for more than 6 months, the procedures for parent governor elections as previously described should be repeated.

For community special schools the appointment criteria are:

- A parent of a registered pupil at the school, or if that is not possible,
- A parent of a former pupil at the school, or if that is not possible,
- A parent of a child of or under compulsory school age with special educational needs for which the school is approved, or if that is not possible,
- A parent with experience of educating a child with special educational needs.

Parent Governors' term of office

Parent governors do not have to resign because their child leaves the school and can, if they wish, serve out the remaining period of their term of office.

A Parent Governors' term of office is four years.