

Procedure note for electing Staff and Parent Local Monitoring Governors

Introduction

The Local Monitoring Committees of The Roseland Multi Academy Trust can appoint up to two staff governors and three parent governors.

Staff and parent governors can be employees and parents at any school within the Trust. The Board must ensure that the number of employees does not exceed one third of the total number of Local Monitoring Governors. When a vacancy arises for either staff or parent governor positions, an election must be held.

All staff paid to work for the Trust are eligible to nominate a colleague and vote, should a ballot be required. All parents of pupils and students within the Trust are eligible to nominate and vote, should a ballot be required.

A parent is deemed to be any parent or carer of a pupil or student of the Trust. Each parent is entitled to complete one ballot paper for each primary Local Monitoring Governor election and one ballot paper for each Secondary Local Monitoring Governor election, irrespective of the number of pupils or students they have within the Trust.

The following is a summary of the election procedure for staff and parent governors.

Election Procedure

Staff may only take part in the staff governor election process. Parents may only participate in the parent governor election process. All staff paid to work at the school and all parents of pupils and students must be given the opportunity to participate in their relevant election.

Returning Officer

The Returning Officer for all elections to the Local Monitoring Committees shall be the Company Secretary. In the event of the Company Secretary being unable to act as Returning Officer for any reason, the duties shall be discharged by the person nominated by the Company Secretary.

Call for Nominations

When a vacancy arises, the Returning Officer shall distribute a written notice (including a nomination form and list of disqualifications).

Each written notice shall state the closing date for nominations, being no less than 2 weeks from the date of the written notice and shall also state how many Local Monitoring Governor vacancies there are. The written notice should be displayed on the Trust website and communicated to staff and parents by appropriate school communications.

Each written notice shall call for the nomination of staff employed by the school to stand as candidates for election as staff governors and for the nomination of parents of pupils and students to stand for candidates for election of parent governors.

Each written notice shall further specify that each nomination must be made in writing, must include the written acceptance of nomination by each candidate nominated and must be delivered to the Returning Officer at the Trust by the date stated in the notice.

Each such notice should invite nominees to supply a short supporting statement for circulation to staff/parents to be issued with the ballot papers.

In any case in which the number of nominations is equal to or less than the number of vacancies within the relevant Local Monitoring Governor category, the Trust Board shall declare those persons who have been nominated to be appointed to the positions at the end of the period of nominations and shall thereupon give notice of the results of those elections in the manner prescribed below.

Elections

Any election which is contested must be held by secret ballot. A requirement that the ballot paper be signed is inconsistent with a secret ballot.

Not later than ten working days after the closing date for nominations, a ballot paper shall be made available to each member of staff known to the Returning Officer or made available to all parents across the Trust entitled to vote in the respective elections.

Further ballot papers may be issued, up to and including polling day itself, to anyone who is subsequently recognised as entitled to vote. If a ballot paper is inadvertently spoilt (or lost) a duplicate may be issued by the Returning Officer at his/her discretion. An election shall not be invalidated by any failure to receive or return a ballot paper.

Each ballot paper shall contain on the front a list of all persons properly nominated as candidates for the election and the arrangements for voting. Each ballot paper shall be accompanied by a brief supporting statement from each candidate who wishes to make one.

The instructions to be printed on each ballot paper shall inform the elector:

- a) that he/she should complete the ballot paper by placing a cross against the name of each person for whom he/she wishes to vote, up to a number not exceeding the number of staff or parent Local Monitoring Governors to be elected in respect and that no other mark should be made on the ballot paper;
- b) of the deadline for the receipt and the arrangements for the return of ballot papers as determined by the Returning Officer and which must include the arrangements for delivery electronically, by hand or by post;
- c) that in the event of a tie following a recount of the votes, the method to be used for deciding the outcome of the election shall be a further ballot of the candidates whom have tied.

Count of Votes/Ballot Papers

As soon as possible after the conclusion of voting on the specified date, the Returning Officer shall conduct the count in the presence of a member of the Trust Board and publish the results of the election.

In the case of any question as to the validity of a vote which has been cast, the decision of the Returning Officer shall be final.

The successful candidate shall be the one for whom most votes have been cast.

In the event of a tie, the votes should first be recounted. If the votes are still equal, then the matter should be decided by the method contained in 'Elections' above. In the circumstances where no candidates apply, the Trust Board may approach a member of staff or parent.

The results of the election shall be published by placing a written notice of the names of all candidates and of the numbers of votes cast for each of them in a place where it can conveniently be seen by staff and parents. A copy of the notice will be sent to each candidate and made available to members of the Trust Board.

The ballot papers shall be retained securely for 6 months in case the election result is challenged. The number of ballot papers issued and the number returned should be noted in order to monitor participation.

Timescale

Key activities are as follows:

1. Written notice of the vacancy and request for nominations sent to all eligible staff and parents.
2. Deadline for receipt of nominations is no less than 2 weeks after written notice is given.
3. No later than ten working days after the deadline for receipt of nominations, ballot papers are made available to staff and parents.
4. Deadline for receipt of ballot papers is one week after. Counting of votes and publication of results usually takes place at this stage.
5. In the event of a tie, a further ballot should take place with papers issued within one week of the original count. Again, the deadline for receipt of ballot papers is one week after the issue of ballot papers.

Additional Information

Staff Local Monitoring Governors are no longer eligible to continue in the position if they cease to be paid to work within the Trust.

Parent Local Monitoring Governors may continue in their position until the end of their term after their child has left the Trust.

Any question relating to the conduct of elections governed by this policy, other than on matters reserved to the Returning Officer, shall be referred for determination by the Chair of the Board whose decision shall otherwise be final.