



Parent Governor Elections - Emmaus

Guidance Update

DEFINITION OF PARENT GOVERNOR AND ELIGIBILITY

1 Parent governor definition and eligibility

A **parent governor** is a member of the governing body who has been **elected by the parents or carers of pupils registered at the school**. To stand for election, the individual must have a **child on roll at the school at the time the election takes place**.

Who counts as a “parent”

For the purposes of school governance, a *parent* includes:

- **Biological parents**, whether they live with the child or not
- **Any person with parental responsibility** (for example, through a court order or legal agreement)
- **Any person who has care of the child on a day-to-day basis**, even if they do not have formal parental responsibility

This definition means a child may have **more than two people** who are eligible to vote or stand in a parent governor election.

Nursery parents

Parents of children attending **nursery classes that are part of the school** are eligible to vote in, and stand for, parent governor elections.

Disqualification

Certain circumstances disqualify an individual from serving as a governor. These are set out in the **School Governance (Constitution) Regulations 2012**

PERIOD OF OFFICE

2 **Period of office** The term of office for a parent governor is **four years**, unless the governing body has set a different term in its Instrument of Government.

A parent governor may **serve out their full term** even if their child leaves the school before the end of that period.

NOMINATION STAGE

3 **Filling a parent governor vacancy**

When a parent governor resigns, or at the start of the term in which a parent governor’s office is due to expire, the headteacher will notify all parents of the vacancy and invite nominations. Self-nomination is the usual method.

4 the expectations of governors, such as the term of office, meeting commitments, committee membership, and willingness to undertake training

NOMINATIONS RECEIVED

5 If the number of qualified nominees is smaller than or equal to the number of vacancies, no election is required: those nominated are declared to be governors. If there are vacancies remaining, the governing body may appoint parent governors (*see paras 19/20 below*).

If the number of nominations exceeds the number of vacancies a ballot must be held.



CONDUCT OF THE ELECTION

6 Returning Officer

The governing board will appoint a **non-voting Returning Officer** to oversee and administer the election process.

7 The electoral method to be used will be 'first past the post'.

8 Each parent has one vote per vacancy.

9 *In advance of the election*, the Governing Body should determine, and publicise, the action to be taken in the event of a tie. This could be:

- the drawing of lots
- flipping a coin
- electing the candidate with the youngest registered pupil

10 Ballot papers will be managed by the EdVote electronic paperless system (<https://edvote.uk/about/>). It will list all candidates, preferably in alphabetical order. They will also include each candidate's personal statement. Clear instructions will be provided.

11 The Returning Officer will ensure that every parent entitled to vote receives a ballot paper/token.

- Ballots will be sent to parent email addresses taken from the schools MIS (Arbor) parents with more than one child receive **only one** ballot.
- Ballots must also be sent to parents whose child is absent when issued.

12 The election will be held by **secret ballot**, using the EdVote system as an impartial system:

- i. Confidentiality is maintained as only EdVote can see the votes cast not the school nor the Governing Body.
- ii. EdVote do not have the names of the parents casting the votes they only record the voter reference number.

THE COUNT

13 EdVote will conduct the count, and return the outcome to the school. Candidates may attend request to see the returned information. The Returning Officer is responsible for determining the validity of information received.

POST ELECTION

14 The school will notify all parents, the governing board, and Governor Services of the election result. Ballot information will be retained securely for **six months** in case the result is challenged.



**APPOINTMENT OF
PARENT GOVERNOR**

- 15 Schools must make every reasonable effort to fill parent governor vacancies through an election. If there are insufficient candidates, the governing board may appoint a parent governor using the following order of priority:

Maintained schools:

- i. A parent of a registered pupil at the school
- ii. A parent of a former pupil
- iii. A parent of a child of or under compulsory school age

**DISQUALIFICATION
FROM BECOMING
A PARENT
GOVERNOR**

- 16 A person is disqualified from being a parent governor of a school if, at the time of the election, s/he:
- i. is an elected member of the Local Authority;
 - ii. works at the school for more than 500 hours (*ie* for more than one-third of the hours of a full-time equivalent) in any consecutive 12 month period;

**DISQUALIFICATION
FROM BEING A
GOVERNOR**

- 17 Further disqualification criteria also apply to all governors:
- Registered pupils cannot be governors.
 - A governor must be aged 18 or over at the time of election or appointment.
 - A person cannot hold more than one governor post at the same school at the same time.
 - A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body. A foundation, local authority, co-opted or partnership governor at the school who is disqualified for failing to attend meetings is only disqualified from being a governor of any category at the school during the twelve-month period starting on the date on which they were disqualified.
 - A person is disqualified from holding or continuing to hold office as a school governor if that person:
 - is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
 - is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
 - has been removed from the office of charity trustee or trustee for a charity by the Charity Commission or Commissioners or High Court



on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body

- has been removed from office an elected governor within the last five years
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for childminding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years before becoming a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years before becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school premises during the five years prior to or since becoming a governor
- refuses to undergo an enhanced Disclosure and Barring Service check, if requested.

CHECKS ON NEW GOVERNORS

- 18 All governors in maintained schools, academies, free schools and independent schools are required to have an **Enhanced DBS certificate**. The chair of governors must ensure that a newly appointed governor obtains an Enhanced DBS check **within 21 days of their appointment**.

To: Parents/and those with parental responsibility of
Registered Pupils of Emmaus Church of England & Catholic Primary School

ELECTION OF PARENT GOVERNOR(S)

I am writing to invite nominations from parents to fill two vacancies for Parent Governors on the Governing Body.

The successful candidates will become full members of the Governing Body and will serve for four years (term of office) from (start date).

To be eligible for election, your child must be a registered pupil at this school at the time the election takes place. Details of the election procedure and a nomination form are available on the school website – www.emmausschool.co.uk within the Governors section.

Governing Body meetings are usually held (once/twice) per term at 4:30pm via Zoom/Microsoft Teams with a Full Governors meeting in person once each term, and typically last no more than two hours. These arrangements can be adjusted where necessary to support the participation of all governors.

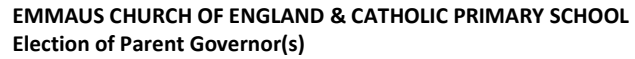
Our Governing Body is committed to diversity, inclusion and equality, and we want our membership to reflect the full range of families and communities we serve. Parent governors play a vital role in representing the lived experiences, perspectives and aspirations of our school community, while also contributing to the wider civic life of Liverpool. We warmly welcome nominations from parents of all backgrounds, identities and experiences.

Governors are expected to bring a strong commitment to improving outcomes for children, an inquisitive approach to questioning and analysis, and a willingness to learn. Good interpersonal skills, appropriate levels of literacy in English, and sufficient numeracy to understand data are also important. Nominations are particularly encouraged from parents who feel able to demonstrate these qualities. However, if you feel you can contribute your experience, perspective or any other skills to this school and to the diverse communities of Liverpool, we warmly encourage you to apply.

To ensure the safety and wellbeing of pupils, all newly appointed governors must provide proof of identity and complete an Enhanced DBS check in line with current Department for Education guidance.

If you would like more information about the role, I would be happy to discuss it with you. You may also contact Liverpool City Council's Governance Services team at sally.harland@liverpool.gov.uk

Kindest regards,
Headteacher



NOMINATION FORM

Name	First Name(s)	Surname
Name to be entered on ballot paper (if different from above)		
Address		
Name(s) of child/children attending the school	Name(s)	School Year

Statement in support of your application for election as Parent Governor (*not to exceed 400 words*)





DECLARATION

Declaration of Eligibility to Serve as a School Governor

School governance legislation sets out specific circumstances in which an individual is disqualified from serving as a school governor. A person is disqualified if any of the following apply:

Parent -governor-specific criteria

- They are an elected member of the Local Authority.
- They are paid to work at the school for more than 500 hours in any consecutive twelve-month period at the time of election or appointment.

General criteria applying to all governors

- They are a registered pupil at the school.
- They are under 18 years of age at the time of election or appointment.
- They already hold another governor position at the same school.
- They have failed to attend governing body meetings for six consecutive months without the consent of the governing body.
- They have been removed from office as a governor within the last five years.
- They are subject to:
 - a bankruptcy restrictions order or interim order, a debt relief restrictions order or interim order, or an undischarged sequestration
 - a disqualification order or undertaking under company director disqualification legislation
 - removal as a charity trustee by the Charity Commission, the High Court, or under Scottish charity law
- They are included on the list of people barred from working with children or considered unsuitable to work with children.
- They are barred from any regulated activity relating to children.
- They are subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- They are disqualified from working with children, or from registering for childminding or day care.
- They are disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- They have been:
 - sentenced to three months or more in prison (without the option of a fine) in the last five years
 - sentenced to two and a half years or more in the last twenty years
 - sentenced to five years or more at any time
- They have been convicted and fined for causing a nuisance or disturbance on school premises in the last five years.
- They refuse to undergo an Enhanced Disclosure and Barring Service (DBS) check when required.

Declaration

I have read and understood the above grounds for disqualification from serving as a school governor, and I declare that none of these apply to me.

Signature: _____

Name (print): _____

Date: _____



Sample Templates



Procedure for Election of Parent Governors

<u>Date</u>	<u>Stage in Procedure</u>
<i>30th September – 8th October</i>	Nominations to be received online through the school website www.emmausschool.co.uk
<i>9th October</i>	Online Ballot System (Edvote) and candidates' supporting statements will be sent to all parents if an election is necessary (only if the number of nominations is greater than the number of vacancies)
From - <i>9th October</i> To - <i>21st October</i>	Ballot returns will be available on Edvote
<i>21st October</i>	Votes will be counted and verified externally and impartially by Edvote and results returned to Mr Williams - Headteacher
<i>22nd October</i>	Successful nominee(s) will be declared Parent Governor(s) until November 2030 (Governors may resign during their term of office if they wish to do so)
<i>22nd October</i>	Unsuccessful nominees will be notified and thanked for their interest
<i>22nd October</i>	All parents will be notified of the result of the election via the weekly school Newsletter
	First business meeting in November/December ?????