**Diagram

Description automatically generatedLocal Governing Body**

**Parent Governor Election Process**

It is a requirement of the company Articles that LGBs have 2 parent governors.

Once a parent governor vacancy arises, or prior to a term of office ending, an election process must take place. Current parent governors cannot be automatically reappointed to the position at the end of their term of office, the vacancy must be advertised, and an election conducted.

The LGB will take such steps as are reasonably practical to ensure that every person who is known to them to be a parent of a registered student at the Academy is informed of the vacancy and that it is required to be filled by election, informed that s/he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.

The vacancy/s will be advertised via the usual method the school communicates with all parents, this could be printed letter sent home in bags, school newsletter, email etc.

Parents are sent the letter notifying them of the vacancy with details on how to apply, or with the application form attached (this is easier if sent electronically). Applications to be returned to the LGB Clerk, either via email or at the school office.

If the election is being held prior to a term of office ending the date the vacancy will start needs to be advertised. E.g. We have a vacancy for a parent governor commencing 12th December 2021. This date should be the day after the term of office ended.

There must be a closing date for receiving applications, it is recommended that 10 school days is allowed, but this should be no less than 6 school days.  
  
Those eligible for nomination must be a parent of a student at the Academy at which the vacancy arises at the time when s/he is elected.

“Parent” includes any individual who has parental responsibility for, or cares for, a child under the age of 19.

At the closing date if there are the same or less nominations than vacancies, those nominated are automatically elected to the vacancy unopposed. Their term of office starts on the closing date and is subject to the appropriate DBS checks.

Where there are more nominations than vacancies an election will be required.

The name and statement submitted by each nominee will be sent to all parents/carers of a registered pupil at the Academy with a method to vote for their preferred candidate.

If there are 2 vacancies, then every parent has 2 votes, 1 vacancy = 1 vote.

The arrangements made for the election of parent governors shall provide for every person who is entitled to vote in the election to have an opportunity to do so by paper or electronic voting.

MS Forms can be used to create a link to a ballot to email, but all parents must also be offered the opportunity to vote by paper. The ballot is conducted by the Clerk. The names of the parent and their child attending the Academy will be collected separately to their vote and checked with the school to ensure all are eligible to vote and there are no duplication votes.

There must be a closing date given for the ballot, it is recommended that 10 school days is allowed, but this should be no less than 6 school days.

At the closing date the nominee/s with the most votes is elected to the vacancy/ies with their term of office starting from the date the ballot was counted and verified.

Where the number of parents nominated is less than the number of vacancies, the LGB may appoint a person who is the parent of a registered student at the Academy or, where it is not reasonably practical to do so, a person who is the parent of a registered pupil of another Academy run by the Trust.

The Trust Governance Lead can support in this process if required.