



**Headteacher – Miss S Marriott**  
Latimer Gardens, Pinner, Middx, HA5 3RA  
Telephone No: 0208 868 2468

E-mail: [office@pinnerwood.co.uk](mailto:office@pinnerwood.co.uk)  
Website: [www.pinnerwood.harrow.sch.uk](http://www.pinnerwood.harrow.sch.uk)

## **Pinner Wood School - Parent Governor Elections process**

1. When a serving parent governor is reaching the end of their term of office, the clerk will inform the governing board and headteacher. It should not be the case that the out-going Parent governor is re-appointed without the vacancy being offered to all other eligible Parents.
2. A timetable for an election should be agreed that minimises delay and avoids school holidays. The election should be held in advance of the outgoing governor's end of term of office. Reference should be made to the desirable skills required by the governing board and any skills identified that are required can be referred to in the nomination letter.
3. The term of office shall be four years (unless otherwise stated on the instrument) with effect from the date of election, i.e. the date of the count or close of the nomination period, whichever is applicable. Appointments shall be made as soon as conveniently practicable after the termination/resignation of the former governor.
4. Those eligible to participate in the election process are parents or carers of registered pupils at the school at the time. Any such parent can be nominated and each such parent will be entitled to cast one vote per vacancy, should a ballot be necessary.
5. The returning officer will circulate to parents a letter notifying them that an election for a parent governor is required and inviting nominations on an enclosed nomination form which should indicate the arrangements for their return (where to, closing date and time which will be no less than six school days from the date of issue). There will be provision for a supporting statement for candidates comprising of no more than 250 words.
6. The governing board should carry out a regular skills audit of governors and on occasion may ask for parents with particular skills/experience. This does not preclude any other member of the parent board from standing for election.
7. If only one nomination is received the individual should be advised they are returned unopposed and that their appointment would begin from the closing date of the nomination period subject to the completion of the declaration of disqualification form and that a DBS check is applied for within 21 days of appointment.
8. If not enough parents stand for election to fill all of the vacancies, the governing board will appoint parent governors to the vacancy or vacancies, in accordance with the School Governance (Constitution) (England) Regulations 2012.

9. If there are more nominations than vacancies, a ballot will be conducted. Letters and ballot papers will, (with an appropriate level of security at each stage) need to be forwarded to parents (based on number of parents within the household) with a covering letter outlining the arrangements to reply and incorporating or enclosing the candidate's statement from the nomination form. Families with more than one pupil at the school should receive ballot papers based on the number of parents in the household. At this stage, parents will need to be informed of the following: -

- (a) All parents of registered pupils are entitled to vote. Depending on the number of vacancies parents may be asked to vote for more than one candidate. Each parent can submit one ballot paper, regardless of the number of children they have attending the school
- (b) The closing date and time for receipt of ballot papers
- (c) Method of casting votes. Parents should be given the option to vote by post. No arrangements will be made for proxy voting
- (d) Arrangements for counting votes (who will be permitted to attend)
- (e) Arrangements for dissemination of results
- (f) If applicable, the candidates' personal statements will be enclosed.

10. The timetable should provide for no less than the following minimum periods of time for each stage in the election: -

- (a) Nomination forms to be collected, completed and returned - six school days
- (b) Casting of votes - six school days

11. At the closing date of the return of ballot papers, arrangements should be made by the returning officer for votes to be counted. Each candidate should be invited to be present and to bring a supporter of their choosing to act as scrutineer if they so wish, governors should also be invited, but there is no requirement for either to attend. The room should be laid out so that those not involved in counting cannot impede those doing so, or have access to the votes being counted. Candidates and scrutineers should be able to see what is happening. Counting procedures should be as follows

- (a) The Returning Officer will count the total number of electronic ballot and enter this figure as total 'A'
- (b) Multiply total 'A' by the number of governors to be elected in order to arrive at the total votes possible and enter this figure as total 'B'. If only one parent is to be elected total 'A' will represent the total votes cast and totals 'A' and 'B' will be the same
- (c) The Returning Officer will count the votes cast for each candidate and enter them in the appropriate column. In order to balance the number of votes cast (total 'A') with the total votes possible (total 'B') it is essential that nil/spoilt votes be entered.
- (d) Questions related to spoilt or defaced ballot papers should be referred to the scrutineers for a decision and it may be advisable to note decisions on such related ballot papers and ask for scrutineers' initials in case of consequential disagreement.
- (e) Enter the total votes cast for all candidates (including nil/spoilt votes) as total 'C'. This figure should agree with the total entered as total 'B'

(f) If totals 'B' and 'C' balance, the scrutineers should be requested to sign to record the result of the ballot

(g) If totals 'B' and 'C' do not balance the procedure above should be repeated. The original form should be retained for reference purposes

(h) The successful candidate will have the greater number of votes.

(i) In the event of a tie there should be a recount. If this does not produce a clear result, the Returning Officer should, in the presence of the witnesses draw lots and the candidate picked will be the elected governor.

12. Due to the on-going Covid conditions there is an amended process:

(a) all ballots will be held electronically

(b) the count will be completed by the school office and each vote will be validated against the school register

(c) the chair of governors will update the candidates no more than 5 days after the vote closed

(d) the detailed breakdown of the results will be available upon request to the candidates

13. The School will inform all of the candidates individually about the result of the ballot.

14. The clerk will notify the Local Authority via Governor Services of the successful candidate(s) as soon as possible and provide: name, address, contact details, term of office as set out in the instrument of government.

15. Governor Services will provide the elected parent with an induction pack including details of governor induction/training and how to book a place.

16. Once the candidates have been informed, all parents should be notified of the result of the election, they can be notified via school newsletter and/or school website.

17. Ballot papers must be retained securely for six months in case the election result is challenged.