

MANCHESTER CITY COUNCIL
Education Department

ELECTION OF PARENT GOVERNOR

St James' C of E Primary School

NOTICE OF ELECTION

Notice is hereby given that:-

- i) The election of 1 Parent Governor to serve on the Governing Board of St James' C of E Primary School will take place this term.
- ii) If you are a parent/carer of a registered pupil in the School you are entitled to take part in the election procedures.
- iii) All parents/carers are entitled to be nominated for election to the Governing Board except;
 - a. If they are elected members of the local authority in which the school is situated
 - b. If they work at the school for more than 500 hours in any school year (August 1 to July 31)
 - c. If they refuse to complete an enhanced DBS check.

All parents/carers are entitled to nominate other eligible parents/carers for election. The number of nominations made by each parent/carer must not be more than the number of Parent Governor vacancies. Nomination forms will be sent to parents/carers by the Headteacher. Each nomination must be supported by parents from two other families eligible to take part in the elections. If you are nominated for election, you must sign a form giving your consent to be nominated. Unsigned nomination forms will not be accepted.

Nominees must also submit a statement about how they would contribute to the work of the board and any supporting information about themselves. Any parent seeking re-election should provide details of their previous contribution during their previous term. This is to inform the electorate of the board's expectations, circumstances and ideal requirements. Nominees are welcome to speak to the Headteacher, Chair or Vice-Chair of governors about the role for any points of clarification.

Nominees should refer to the governors' code of conduct which has been circulated with this notice and is signed by all governors.

- iv) **Completed Nomination Forms must be returned to the Headteacher by no later than Wednesday the 24th of May (24/5/17).**
- v) If, by the closing date for nominations shown above, the number of nominations received is less than, or equal to, the number of Parent Governor vacancies, those nominated shall be declared elected unopposed from that date. If the number of nominations received is greater than the number of Parent Governor vacancies, an election will be held and ballot papers will be sent to you by the Headteacher.
- vii) Voting will be by secret ballot and you will be asked to return your completed ballot paper to school in a sealed envelope which the school will provide. You can either return the ballot personally, by post or by giving it to your child to return to school. No vote will be counted unless it is on an official ballot paper. You can vote for no more than 1 of the candidates shown on the ballot paper.
- viii) Completed ballot papers must be returned to the Headteacher by not later than the date shown on the ballot paper.
- ix) Parent Governors serve for a four year term of office. Parent Governors are NOT required to resign from the Governing Body if they no longer have a child as a registered pupil at the school at any time during their period of office, although they may choose to do so at any time if they so wish, for any reason. If a Parent Governor does resign part way through their period of office, a by-election will be held. The newly elected Governor will serve for a full four year period of office unless she/he chooses to resign during that period.
- x) If there is a tied vote, the parent with the youngest child registered at the school will be declared elected.