



AHMAT

Staff and Parent
Local Governor
Election
Procedures

September
2025

Ashley
Hill Multi
Academy
Trust

Encourage one another
and build each other up
1Thessalonians 5:11

The Ashley Hill Multi Academy Trust's articles of association (AoA) sets out the trust's requirement for two staff and two parent representation on the Local Governing Boards (LGBs).

Staff Governors

Staff governors are elected to the Local Governing Board by the school's staff body. It is important for staff governors to be aware that they are **not elected as a representative of individuals or groups within their stakeholder group**. Staff governors are elected to represent the staff body in contributing to the strategic direction of the school and contributing to the work of the governing board in relation to the three core functions of governance.

Staff governor elections

Schools are required to have one staff governor, in addition to the Head of School, on the Local Governing Board. All full-time and part-time members of staff employed by the Trust under a contract of employment to work at the school are eligible to be elected and to vote in an election. Supply teachers are not eligible to be elected to the role of staff governor or to vote in a staff governor election. The usual term of office for staff governors is four years.

The responsibility for facilitating staff governor elections can be delegated by the Board of Directors to the Head of School.

Staff members are permitted to nominate themselves for the role of governor, or they can be nominated by another member of staff. It is important that the governing board ensures the nominated staff governors and all staff voting understand that their responsibilities in the process are as follows:

- To ensure nominations reflect the individual believed to have the skills and commitment to undertake the role
- To nominate the staff member trusted to represent staff when working with other governors and the Head of School
- To nominate the staff member who will promote high standards and support the strategic development of the school
- To understand that the staff governor's role is not to represent individual staff members' views or to report back directly to the staff team

The election process should include the opportunity for nominated staff members to confirm they are willing to be nominated and stand for the role. Local Governing Boards may appoint staff members as co-opted governors, but they must ensure the number of governors on a board who are staff members does not exceed one third of the total board membership.

Parent Governors

Ashley Hill Multi Academy Trust reserves positions for parents, carers and other individuals with parental responsibilities in their local governance structure.

Parent governors are elected to the Local Governing Board by the school's parent body. As with staff governors, they are not elected as representatives of individuals or groups from within their stakeholder group, but they are elected to represent parents in contributing to the strategic direction of the school and contributing to the work of the governing board in relation to the three core functions of governance.

At AHMAT the Board of Directors delegates its authority for parent governor elections to the Head of School. The Head of School is typically the returning officer for the election, although they may delegate this and/or other functions to Trust staff (e.g. Trust Business Manager, Office manager and/or Clerk to the Local Governing Body.)

A governor should only hold office for a fixed period of four years from the date of their appointment; there is no regulation which suggests the term of office can be extended for any reason.

Once a parent governor has reached the end of their term, they are required to be re-elected or reappointed under the same rules that were attached to the role when they joined the board. All other eligible candidates should always be given the opportunity to become an elected parent governor following the end of the current parent governor's term.

A current parent governor is eligible to stand in the election if they still have a child at the school on the election date; they are still able to hold their position if their child leaves the school during this term.

A parent governor election only needs to take place if there are more applicants for the role than vacancies; for example, if there are only two applicants and two vacancies, and the applicants are deemed an acceptable fit, they should assume their roles as parent governor without the need for an election.

There is no statutory guidance relating to when a parent governor should begin their term of office; however, many schools choose to adhere to common procedures when electing parent governors.

If the parent governor position is vacant at the time of election, then parent governors will begin their term of office, either:

- On the closing date of nominations if no ballot was required: or
- On the day of the ballot count if a ballot was required.

If the parent governor position is not vacant at the time of the election, then the new parent governor will begin their term of office on the day after the term of office ends for the current serving governor.

The clerk must inform the parent governor of their successful appointment and ensure that they have completed a self-declaration form, including evidence of identity and address if necessary, prior to the commencement of their term of office.

Parent governors should begin their term of office on the return date of the expression of interest form as this is when the school has indicated appointment is appropriate. Otherwise, the parent governor should begin their term of office on the closing date of nominations if their appointment has already been decided to be appropriate.

All parents or persons with parental responsibility of registered pupils at the school are eligible to be nominated for a parent governor election, and they will be elected by eligible parents or persons with parental responsibility of registered pupils at the school. All eligible

parents are entitled to cast one vote each in an election process; voting papers should be provided for each eligible parent.

Parents may be disqualified from standing for a parent governor election in the following circumstances:

- They are paid to work at the school for more than 500 hours in any 12-month period (at the time of the election) – if a parent governor gains such employment at the school during their term of office, then they are entitled to remain in that post until their term ends
- They are subject to any of the disqualifications laid out in The School Governance (Constitution) (England) Regulations 2012

Eligible parents are permitted to nominate themselves for the role of governor or can be nominated by another parent who is eligible to vote. It is important that the Local Governing Board ensures the nominated parent governors and parents voting understand their responsibilities in the process as described in the Staff governor elections section of this article.

The election process should include the opportunity for nominated parents to confirm they are willing to be nominated and stand for the role. Local Governing Boards may appoint parents as co-opted governors, but they should ensure the co-opted parent has the required skills and knowledge and should be mindful of any one stakeholder group having over-representation on the governing board.

Role of the clerk to governors

To ensure the Board can work at full capacity and undertake all its statutory duties and core functions effectively, we recommend that vacancies within Local Governing Boards are not left unfilled for any longer than necessary.

The clerk to the Local Governing Board, therefore, should pre-empt, and prepare for, any required elections by monitoring the terms of office of current governors. The clerk should alert the chair of governors as and when a vacancy approaches, including on receipt of a notice to step down from an existing governor.

In order for the governing board to initiate an election process without delay, the clerk to governors should ensure that all paperwork required for the election process is up-to-date and accessible to the Local Governing Board and Head of School.

Role of the returning officer

The role of the returning officer can be decided by the Local Governing Board or Head of School. It is usual for the role to be undertaken by the clerk to the Local Governing.

The returning officer has the following duties:

- To ensure elections are conducted in line with statutory guidance
- To make certain that votes can be made by post, by hand or by electronic means
- To arrange a secure location for nomination and ballot papers to be submitted
- To receive nominated forms
- To invite nominees to observe the counting of votes

- To count nomination forms and establish if a ballot is required
- To ensure the counting of votes is undertaken in the presence of a witness
- To ensure any spoilt ballot papers are discounted
- To announce the results of the election to all interested parties
- To re-count votes in the event of a tie
- To draw lots in the event of a tie following a second count

If there are insufficient nominations received to fill staff or parent governor vacancies, the Local Governing Board can either choose to carry out the election process again or appoint governors from each representative body.

Features of an effective election process

Explaining the Boards Intention

Local Governing Boards are advised to make every effort to conduct informed, clear elections that lay out expectations for prospective candidates. The DfE recommends boards publish the following in their recruitment literature:

- The core functions and role of the Local Governing Board
- The induction training and development that will be available to the new recruits
- The expectations of appointed members in relation to the term of office, the frequency of meetings, membership of committees and requirements to undertake any further appropriate training
- The specific skills that would be desirable to the board

Highlighting skills gaps

Although parent and staff governors are elected positions, it is permissible to mention any specific skill gaps or expertise that the board is seeking to add to its existing skill set during an election process. Please note: it must be understood by all parties such skills cannot constitute additional eligibility criteria; lacking these specific skills must not exclude any individual from being nominated for, or elected to, the role.

For trust boards and LGBs in academy trusts, undertaking an annual skills audit is a statutory requirement set out in the 'Academy trust handbook' (ATH).

Trusts should ensure that their members are not currently subject to a direction made under Section 128 of the Education and Skills Act 2008, and that they do not appoint a member who is currently subject to a Section 128 direction.

Statements of skills and knowledge

Local Governors may request that potential staff and parent governors provide a short statement in support of their nomination – a maximum number of words for this statement can be agreed by governors and detailed on the nomination form. This statement should be shared with all who are eligible to vote. It is important that all candidates are treated equally, and that a fair and transparent process is implemented.

Candidates could include the following on their statement:

- Evidence of the extent to which they possess the skills and experience the LGB is seeking
- Their commitment to undertaking training to support the LGB
- How they plan to contribute to the future work of the LGB

Typical election timescale

Day 1:

Advertise the vacancy, allowing two weeks for nominations and preparation of a short electoral statement from each candidate: ie deadline date is Day 14 (give a date and a time for clarity - e.g by 3.30pm on Friday 15th November)

If there are same number of candidates as vacancies the election process is finished, with the candidate/s being elected (the start date of their term of office is either the day after the end of the outgoing parent governor's/s' term of office OR the current date, if the previous term/s of office is/are ended already.)

If there are more candidates than vacancies:

Days 15-21:

Prepare the ballot system and the voter list.

Day 21:

Send out ballot papers / open the ballot with a 7 day window for voting.

Day 28:

The count. The successful candidate(s) is/are those with the most votes (ie if only 1 vacancy, it would be the individual with the most votes, if 2 vacancies it would be the two individuals with the most votes).

Day 29:

Board of Directors are informed of new parent governors for ratification.

What do we do once we know who has been elected?

Notify the successful candidate/s (if not at the count) and the unsuccessful candidate/s (thanking them for standing and for their interest in school governance)

Parents/carers should be informed of the result by letter (pupil post is again acceptable) and by use of other communications eg school newsletter/website.

Pass the contact details of the new governor/s to the clerk (if they're not involved in election process) to get in touch regarding their next steps and induction (welcome, DBS check

process, declaration of business interests forms, link to chair or governor mentor, meeting dates, induction training dates etc.)

What happens if there are no candidates for a parent governor election?

If there are no candidates, the Local Governing Body may seek to recruit a parent governor, who will be “appointed” by the governing body– ie. if an eligible individual (see below) is found, the governing body will make the appointment at its next FGB meeting and the individual becomes the appointed parent governor from that date. The distinction between ‘appointed’ an ‘elected’ needs to be made when entering the new governor's details on Get Information about Schools, and the governor details on the school's website should also make the distinction (ie the category would be ‘parent governor appointed by the board’ rather than ‘elected by the parent body’.)

Who would be eligible to be appointed parent governor?

The law say that schools must make every reasonable effort to fill parent governor vacancies through election. However, after proper measures have been taken to attempt to elect a parent at the school, the Local Governing Body may approach other groups to appoint:

- a parent of a registered pupil at the school, or if that is not possible;
- a parent of a former pupil at the school, or if that is not possible;
- a parent of a child of, or under, compulsory school age.

Ratification of parent governors

All new parent governor appointments need to be ratified by the Board of Directors

Monitoring

Directors will update when there are changes directed by the ESFA.

Created or Reviewed by	Date	Changes
Isabel Cooke	01/10/2024	New procedures.
Isabel Cooke	16/12/2025	No changes

Appendix: I Parent and Carers Governor letter

Dear Parents and Carers,

There is a vacancy for a parent governor at [name of school] and if you are a parent / carer / have parental responsibility for a pupil on roll at this school, you have the right to stand as a candidate for parent governor election.

What do school governors do?

The role of the governing body is to promote and ensure high standards of achievement, to ensure every child at the school fulfils his/her potential. It does this by ensuring:

- that the vision, ethos and strategic direction of the school are clearly defined
- that the headteacher performs their responsibilities for the educational performance of the school
- the sound, proper and effective use of the school's financial resources

The governing body also has legislative responsibility and strategic oversight for the school's safeguarding arrangements.

Governors bring a broad range of knowledge, experience and perspective to the table to enable the governing body to make well-researched and reasoned decisions in the best interests of the pupils at the school. There are no specific qualifications or experience required to be a school governor, however, it is important that governors are committed to the role and are prepared to attending governor training. If you would like to discuss or ask any questions about being a governor, please contact [eg name of chair, our chair of governors], via the school office.

Governor meetings and training:

Governing body meetings are held [twice a term on Monday evenings at 7pm]. The schedule of meetings for the rest of this academic year can be found [attached](#). Additionally, governor training takes place on Wednesday evenings. The expectation for the first year of governance is four training sessions to be attended (the governor induction programme).

Our governors sign up to the governing body's code of conduct which is attached. As well as attending evening meetings, every governor agrees to visit the school during the school day at least **twice** a year, to see school activities in action themselves.

How to apply:

Please read the section at the end of this letter which explains the process. If you would like to apply, please complete the enclosed nomination form and write a short candidate statement to support your application. Please note that if your statement exceeds 300 words, we will be obliged to truncate it at exactly 300 words, for fairness to all candidates applying.

All completed forms and statements must be returned to me by [date and time of closing date for nominations]. Late nominations cannot be accepted in accordance with fair election process. If you have any questions, please do get in touch with me via the School Office.

Yours sincerely,

Returning Officer

Process for of Parent Governors

- As parent/carer/person with parental responsibility for a pupil at this school as at [date of this letter], you have the right to stand as a candidate for parent governor election.

Please note; there are some circumstances which disqualify applicants from being allowed to hold office as a school governor, please see 'Rules of Qualification to serve as a governor' <https://governorsforschools.org.uk/qualifications-and-disqualifications-regulation-17-and-schedule-4-to-the-regulations/>

- If you wish to stand, you may nominate yourself, or you can ask a fellow parent/carer to nominate you. In both cases, the nomination form needs to be completed and returned to [Returning Officer], via the school office, by [closing date & time for nominations].
- If there are more candidates than vacancies, a secret ballot will be held. If this is the situation, information on the ballot process being sent in due course to all those eligible to vote.
- If there are the same number, or fewer, candidates than vacancies, the candidate(s) will be elected unopposed.
- On the nomination form, candidates are asked to provide an election statement of up to 300 words [or insert other length] to support their candidacy. If a ballot is held, this statement will be included on the ballot paper. If a candidate submits more than 300 words the statement will be truncated at exactly 300 words to ensure a fair process.
- Candidates are also required to confirm that they do not meet any of the disqualification criteria when they submit their nomination (please see the top bullet point above).
- The term of office for the successful candidate is four years. If a parent governor's child leaves the school, the parent governor can continue to serve as a governor until the end of their term of office.
- Successful candidate(s) will be required to complete an enhanced DBS check, which is a condition of being a school governor. It is also a statutory requirement that governor details are published on the DfE's 'Get Information about Schools' website and on the school's website. In the case of the latter this includes disclosure of pecuniary and related party interests.

Appendix: II

Nomination Form for the Election of a Parent Governor

Nomination (self-nomination is acceptable)

I (Mr/Mrs/Miss/Ms).....(full name)

of (full address)

.....

.....

Being a parent/carer of / having parental responsibility* for (name of pupil)

Who is a registered pupil of the school, do nominate (*self-nomination is acceptable*):

(Mr/Mrs/Miss/Ms)(full name)

of (full address)

.....

.....

Being a parent/carer of / having parental responsibility* for (name of pupil)

Who is also a registered pupil of the school.

Signed.....Date

Consent of Nominee

I (full name in block letters)

have read the Rules of Disqualification regarding service as a governor and confirm that I am qualified to be a parent governor of [name of school], and hereby consent to my nomination.

Please provide a brief election statement (up to a maximum of 300 words), to support your candidacy:

(Please continue on a separate sheet and attach if required.)

Signed:.....**Date:**

Please complete and return to Jennifer Blackmore, returning officer via the school office, by [time and date].

* please ask the school office if you would like further information in respect of this definition.