

## Guidelines on Staff Governor Elections

Under The School Governance (Constitution) (England) Regulations 2012, one place on the Governing Board is reserved for the headteacher and cannot be taken by anyone else. If the headteacher decides not to be a governor they must inform the clerk of that decision in writing.

One place on the governing board is also reserved for a staff governor. Staff Governors are elected by the school staff and the election is open equally to all staff, both teaching and support.

The Instrument of Government will also indicate the number of places allowed for co-opted governors. Staff employed at the school are eligible to be considered for appointment by the governing board as co-opted governors, except that the total number of co-opted governors who are also eligible to be elected as staff governors, when counted with the staff governor and the headteacher, must not exceed one third of the total membership of the governing board.

### Initial Publicity

This should take the form of a notice to all staff (including full-time, part-time, temporary and long term supply teachers, and all support staff).

The following matters should be covered in the notice:-

1. The length of the term of office is 4 years (unless the Instrument of Government states a shorter period for the staff category).
2. The importance of the governing board - a few examples of its responsibilities.
3. Invitations to nominate candidates (enclose a nomination form to be returned by a given date) or to self-nominate.
4. Ballot arrangements:-
  - (a) If only one nomination is received, the nominee will be deemed to have been elected unopposed.
  - (b) If more than one nomination is received, an election must be held.

### Conduct of the Election

The following information should be given to all staff.

1. The time, date and place of the count.
2. The name and office of the returning officer (usually the headteacher). (In voluntary aided and foundation schools this may be chair of governors or clerk to governors).
3. The ballot will be secret. Completed voting papers to be delivered to the school office.

4. Election will be by simple majority.
5. In the event of a tie, the relevant names will go into a hat for the drawing of lots.
6. A notice will be displayed in the staff room giving the results of the election.

The following guidelines are recommended to those responsible for the conduct of elections:

1. Candidates to be invited to the count.
2. All material relevant to the election (e.g. correspondence, ballot papers) to be kept for six months before destruction.