

## Guidance on the Election of Staff Local Governors

### Introduction

South York Multi-Academy Trust's Articles of Association determine that the responsibility for election of staff local governors is held by the Board of Trustees, but may be delegated. In the South York Multi-Academy Trust (MAT), the Board of Trustees has delegated authority for staff local governor elections to Headteachers.

It is the responsibility of the Headteacher to organise elections for staff local governors and act as returning officer. The process should commence as soon as reasonably possible after receiving a resignation or, where a term of office is due to expire, on a basis which ensures that a new local governor is able to take up office when his/her predecessor's term ends. It is particularly helpful to engage in succession planning when terms of office are due to expire, so that the new local governor can have time to develop a proper understanding of the role prior to his/her term beginning. If no candidates are forthcoming, the position on the local governing body remains vacant and an election should be held as soon as an eligible candidate is identified.

### 1.0 Eligibility

Teaching and support staff who, at the time of election, are employed by either the local governing body or the South York MAT to work at the school under a contract of employment, are eligible to be staff local governors.

Staff local governors are elected by all staff at the school and any candidates for election must be members of staff at the time of the election. The period of office is four years, however, on ceasing to be employed at the school a staff local governor shall cease to hold office at that school and shall give written notice to the clerk of the local governing body.

The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**. Should any staff member enquire about the details of these Regulations he/she should be shown the Regulations or referred to the Governance Service. Clear expectations of role and conduct should be communicated and agreed upfront.

### 2.0 CONDUCT OF ELECTIONS

- 2.1 The headteacher shall appoint sufficient other members of staff of the school, and in any case at least one, to act as teller(s)/scrutineer(s).
- 2.2 Only those people employed to work at the school as full-time or part-time permanent members of staff may take part in the election.

- 2.3 Peripatetic, relief and other temporary members of staff are not eligible to hold office or to take part in the voting. The staff of a separate nursery school may not take part in the election.
- 2.4 The arrangements shall be such that all staff who are eligible to stand as candidates for election or to vote shall be afforded a reasonable opportunity to do so.
- 2.5 A dated letter announcing the election (see sample TLG1) and incorporating the nomination form (see sample TLG2) shall be sent to every eligible member of staff at the school address or, if the member of staff is not at school, at the home address.
- 2.6 A candidate must be proposed by a member of the electorate (other than the candidate) and seconded by another member of the electorate (other than the candidate or proposer).
- 2.7 To be valid a completed nomination paper shall reach the Returning Officer personally by the time shown on the form.
- 2.8 In the event that more valid nominations are received than there are vacancies, the Returning Officer shall inform each candidate of the names of all those nominated and an election will be held.
- 2.9 Where a ballot is to take place, the ballot papers (see sample TLG3) shall be issued to staff eligible to vote, in person and votes cast in the place(s) designated by the Returning Officer as polling stations. Polling shall take place over such a period or periods as allows all members of the electorate a reasonable opportunity to vote.
- 2.10 Proxy votes shall not be valid, although postal/email votes may be accepted at the discretion of the headteacher by specific arrangement (for example if a member of voting staff is on sick leave)
- 2.11 Candidates may attend the count personally if they wish. The Returning Officer should give the candidate reasonable notice of the count to allow them to make arrangements to attend.
- 2.12 The candidate with the highest number of votes shall be declared elected.
- 2.13 A tie, if verified by the recount of votes cast, shall be resolved immediately at the count by the tied candidates (or in their absence their representative) through the drawing of lots. If any candidate or representative is not present the Returning Officer or Scrutineer shall act on his/her behalf in the drawing of lots.

- 2.14 The Returning Officer shall publish the result of the election (see sample TLG4) to the staff, the candidates, the Clerk to the local governing body and the Governance Support & Development Service.
- 2.15 The published information shall include the numbers of votes cast for each candidate, the number of papers deemed valid, the name of the candidate elected and the start and finish dates of the staff governor term of office.

### **3.0 REGULATIONS**

- 3.1 Any enquiry or dispute about the election shall be referred to the Returning Officer in the first instance. If s/he is unable to resolve the matter the final decision rests, with the South York MAT Board of Trustees. For advice the Returning Officer should contact the Governance Support and Development Service in the first instance.
- 3.2 The term of office of a staff local governor starts:
- on the day of the election, where there is a current vacancy
  - or, the first day following that of the completion of the term of office of the current local governor.
- 3.3 A staff local governor shall, on ceasing to be employed at the school, cease to hold office as a local governor.
- 3.4 The period of office is for four years. However, a staff local governor may resign office at any time and should send notice of resignation in writing to the Clerk to the local governing body. The resignation shall take effect when the Clerk to the local governing body receives written notice.
- 3.5 Failure on the part of a member of staff to receive a nomination paper or a ballot paper shall not invalidate the election.
- 3.6 A copy of these regulations shall be on display to staff at the time of the election.

Dear Colleague

Date

**ELECTION OF A STAFF LOCAL GOVERNOR ON THE (NAME OF SCHOOL) LOCAL GOVERNING BODY**

I am the Returning Officer for the election of a staff local governor from amongst the teaching and support staff. For the purposes of the election a member of staff means a full-time or a part-time permanent member of staff of (name) school at the date of the election. Peripatetic, relief and other temporary staff are not eligible to hold office or take part in the voting.

What do Local Governors Do?

School Local Governors are responsible for strategic leadership and accountability within schools.

In practise, this means that local governing bodies are responsible for such things as setting a range of school policies and ensuring they are adhered to; setting and monitoring the school budget; monitoring the progress that the school is making and setting targets for school improvement. Local Governors are not involved in the operational running of the school. The daily management of the school is the responsibility of the headteacher.

Fundamentally, your role as a staff local governor is no different to that of the other local governors. You have equal rights and status with all other local governors and you are not restricted in your role to matters of staff interest. Being a staff local governor involves achieving a delicate balance of roles. Although elected by fellow staff members, staff local governors are not obliged to express any views apart from their own.

I now propose to hold an election of one staff local governor to serve for a period of four years starting on (insert date). The reverse side of this letter is a nomination form and gives all the relevant details. Nominations should be received by me personally by (time) on (date). If more than one candidate is nominated a ballot will be held in (place) on (date). In the event of a contested election the result will be announced on (date).

The MAT has set the disqualifications criteria in line with **The Constitution of Governing Bodies of Maintained Schools 2017**; in which there are a number of restrictions which apply to a person holding office as a local governor. If you wish to have access to these Regulations, or require further advice or information about becoming a staff governor, please contact the Governance Support and Development Service on 01904 554210.

Yours sincerely

(name)  
Headteacher  
Name of School

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS  
STARTING ON \_\_\_\_\_

## NOMINATION PAPER

**This election is open to all members of teaching and support staff**

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NAME OF CANDIDATE.....

ADDRESS .....

.....

Telephone .....

### DECLARATION BY THE CANDIDATE

I agree to stand in the above-named election and confirm that I am not disqualified from being a school local governor in line with the restrictions detailed in **The Constitution of Governing Bodies of Maintained Schools 2017** as adopted by the South York MAT.

Signed ..... Date.....

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Signature of Proposer .....

Signature of Seconder.....

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To be valid the fully completed nomination form must reach the Returning Officer **personally** by the close of school on (date).

In this election the Returning Officer is (name)

The teller(s)/scrutineer(s) is/are (name)(s)

If there is to be a ballot a poll will be taken on (date)

The polling station(s) will be situated (details)

Voting will take place during the following hours:-

(time) to (time)

(time) to (time)

Date of Issue .....

The (name of school) Local Governing Body

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS  
STARTING ON \_\_\_\_\_

**BALLOT PAPER**

**Please mark your choice of candidate with a cross. You have one vote.**

Name of Candidate	Cross (X)
Names in Alphabetical Order	

In this election the Returning Officer is \_\_\_\_\_ (name)

The teller(s)/scrutineer(s) is/are \_\_\_\_\_ (name)(s)

Candidates or other representatives are entitled to attend the count.

The results of the election will be published to the candidates and to the staff by notice in the (location/s).

THE ELECTION OF ONE STAFF LOCAL GOVERNOR TO SERVE FOR A PERIOD OF FOUR YEARS  
STARTING ON \_\_\_\_\_

**ELECTION RESULT NOTIFICATION**

Name of Candidate	No. of votes received
Candidate A	
Candidate B	
Candidate C	
Candidate D	

As Returning Officer in this election, I hereby declare that the following member of staff is elected to serve as a Staff Local Governor on the Local Governing Body of (your) School, with a term of office to run from (date).

Candidate Elected:

Signed  
(Print name and sign)

Date

Witnessed  
(Print name and sign)

Date