GUIDELINES FOR THE RETURNING OFFICER ON THE CONDUCT OF STAFF GOVERNOR ELECTIONS IN MAINTAINED SCHOOLS

Introduction

Staff governors other than the headteacher are elected. Halton Council is the ‘appropriate authority’ with regard to the election arrangements for staff governors in community, community special and voluntary controlled schools. The Council has delegated that responsibility to the Head Teacher or Principal of the school or college; as the Returning Officer, the Head Teacher or Principal is responsible for the conduct of the election. It is essential that whenever a vacancy occurs, an election is conducted even though it may be uncontested.

In voluntary aided, foundation and foundation special schools, the appropriate authority is the governing body. Governing bodies of voluntary aided and foundation schools may decide to adopt this guidance for staff governor elections.

The Returning Officer agrees the allocation of the various administrative tasks involved in conducting the election, including:

- Deciding who will be undertaking the major responsibility for the administration of the election (including photocopying and sending out letters and, if necessary, ballot papers; ensuring there are sufficient envelopes for return of ballot papers).
- Actively taking opportunities to publicise the election (e.g. staff noticeboard).

The administrative tasks involved may be allocated to the Clerk to the Governing Body (if an employee of the school or college) or other members of the school/college’s staff.

School staff are often unaware of what being a staff governor entails, and may be reluctant to put themselves forward in an election. Governing bodies should find ways of raising the profile of staff governors generally, and serving staff governors can be very helpful in providing information to potential candidates and encouraging them to stand. Potential candidates may be invited to attend a governing body meeting as an observer.

Nominations must be called for using the forms included with this Guidance, i.e. each eligible member of staff must receive personal papers. It is not good practice for nominations to be called for using the staff noticeboard or staff meeting, although it is good practice to publicise an election in this way.

Staff governor vacancies in a school where the Governing Body is constituted under the 2007 Constitution Regulations

- If there are two staff governors, one place is for the headteacher and one for a teacher, but if no teacher stands for election, a member of the support staff can be elected to take that place.
- If a governing body has three staff governor places, one place is for the headteacher, one for a teacher and one for a member of the support staff. If no member of the support staff stands for election a teacher can be elected to take that place.
- If there are more than three staff governor places, teachers or support staff may be elected.

Staff governor vacancies in a school where the Governing Body is constituted under the 2012 Constitution Regulations

...
There is one place in the constitution for a staff governor. Anyone employed by either the governing body or the local authority under a contract of employment providing for those persons to work at the school is eligible for election.

Who can stand as and vote for staff governors?

Teachers who ARE eligible to stand or vote in staff governor elections are:

- the full and part-time teachers in regular service at the school on the date of the election. This includes part-time, temporary, peripatetic or regular supply teachers as well as full-time, permanent teachers. Staff who are on maternity leave, secondment or absent through illness are also eligible.

Teachers who are NOT eligible to stand or vote in teacher governor elections are:

- staff who teach or instruct pupils off site and who do not work at the school.

Support Staff may be employed under a contract of employment or a contract for services. The Returning Officer will need to draw up a list of who they consider to be eligible and there will be some scope for exercising discretion about who is included on the list. The following is intended to help the Returning Officer decide where to draw the line when it comes to deciding who is eligible.

Staff who are DEFINITELY eligible will include:

- staff employed directly from the school budget administrative staff (administrators, clerical assistants, bursars); support staff (teaching assistants, learning support assistants, technicians, resource assistants, librarians, classroom and special support assistants); nursery nurses; mealtime assistants; catering staff; caretaker and cleaning staff
- staff employed (by a third party) under a contract for services at the school and who regularly work on site (more than once a fortnight would be counted as “regular”) catering staff; caretakers and cleaning staff; grounds and other maintenance staff; some health staff such as physiotherapists; school crossing patrol
- staff who work in other provision at the school, provided it is under the control of the governing body staff of after-school clubs or holiday play schemes; Community Education staff (community tutors and administrative staff, adult education; tutors, family education staff, youth workers, outdoor education staff, sports instructors); staff of pre-school playgroups, crèches or parent and toddler groups.

Staff who are NOT eligible include:

- staff employed (by a third party) under a contract for services at the school and who do not regularly work on site (less than once a fortnight would be counted as “not regular”)
- staff who work in other provision providing activities at the school NOT under the control of the governing body
- staff employed to perform a professional service to the generality of Halton LA schools (rather than carrying out a support function for one specific school) occupational and speech therapists; educational psychologists; LA link advisers, finance, personnel and other LA officers
- anyone working in an unpaid capacity

All staff, provided they are eligible (see above) can vote in all elections, irrespective of the category of staff member nominated.

Staff standing for election are asked to complete the School Governor Eligibility Self Declaration Form (Appendix B); this is sent with the Notice of Election (Appendix A).

Staff governors generally serve for four years unless the governing body has registered a variation to this in the school’s Instrument of Government.

When the result is known, a notice must be posted on the staffroom notice board for one month (Appendix F).
Preparing for the Election/Recruitment literature

The Statutory Guidance 2014 makes it clear that the key consideration in the appointment and election of all new governors should be the skills and experience the governing body needs to be effective. The Guidance advises that:

- Governing bodies should use a skills audit to identify any specific gaps that need to be filled in the skills, knowledge and experience of existing governors.
- Before being nominated for election or appointment, all prospective governors should be helped to understand the role of a governor and the governing bodies’ code of conduct.
- Anyone appointing governors to the governing body must appoint someone they believe has the skills to contribute to effective governance and the success of the school.
- Governing bodies and local authorities should take steps to inform governor elections so that the electorate understands the extent to which nominated candidates possess the skills the governing body ideally requires.
- Every effort must be made to conduct informed staff governor elections in which the expectations and credentials of prospective candidates are made clear. The best governing bodies set out clearly in published recruitment literature:
  - the core functions of the governing body and the role of a governor, and the induction and other training that will be available to new governors to help them fulfil it;
  - the expectations they have of governors for example in relation to the term of office, the frequency of meetings, membership of committees and the willingness to undertake training; and
  - any specific skills or experience that would be desirable in a new governor, such as the willingness to learn or skills that would help the governing body improve its effectiveness and address any specific challenges it may be facing. (See appendix A, letter to staff/notice of election).

The purpose of governing bodies providing and publishing information about the role of a governor and the skills they ideally require is not to create additional eligibility criteria for potential candidates – which they do not have the power to do. It is for the electorate to elect their choice of candidate(s). The purpose of publishing the information is to simply inform the electorate of the governing bodies’ expectations, circumstances and ideal requirements.

It is important that prospective staff governors understand the nature of the role of a governor – and specifically that their role will not be to represent staff, nor to stand alongside the headteacher in being held to account by the governing body, but to operate as part of the governing body to provide strategic leadership and to hold the headteacher to account.

As with elected parent governors, staff governors cannot be removed from office. It is possible for a Governing Body to suspend staff governors, as with any category of governor, but the clearer governing bodies are about expectations in advance of seeking nominations the greater likelihood that suitable candidates will come forward. Staff governors cease to hold office when they cease to work at the school.

If no candidates are forthcoming, the position on the governing body remains vacant and an election should be held as soon as an eligible candidate is identified.
**Procedure for the Election of Staff Governor**

1. A vacancy for a staff governor exists when an existing staff governor resigns, comes to the end of a term of office or is disqualified. The vacancy should be filled as soon as possible.

2. A copy of the Notice of Election (Appendix A), Nomination Form (Appendix B) and Eligibility Self Declaration form (Appendix C) are prepared and sent out to each eligible person via usual internal "post". Where eligible members of staff are absent, the form must be sent to the person's home address by post if they do not return to school on the next day.

3. The date for return of nominations on the tear-off slip should be two school weeks.

4. When the closing date for nominations is reached, check the nomination forms received.
   - Are all candidates eligible?
   - Have all candidates provided a personal statement?
   If the number of candidates is equal to or less than the vacancy/ies, those persons nominated are elected unopposed to the governing body and no ballot is necessary. Staff and School Governance should be informed.

5. If there are more nominations than vacancies the Headteacher should arrange a secret ballot and advise candidates of the arrangements for elections (Appendix D). There is no restriction on the number of candidates in any election.

6. Ballot papers (Appendix E) should be prepared with the names of the candidates entered in alphabetical order. Candidates' personal statements should be typed in a standard format, organised into the same order as the names on the ballot paper and attached.

7. The ballot papers should be sent to each member of staff, together with a return envelope. The return date should be one school week after the date of despatch.

8. A vacancy will occur whenever insufficient nominations are received, and every effort should be made to re-run the election process as soon as is practical. All vacancies MUST be filled by election and no staff governor place can be filled by appointment or ‘slotting in’. Where it is difficult to recruit staff members, efforts should be made by the governing body to encourage staff members to come forward and play their part on the governing body.

9. For Governing Bodies constituted under the 2007 Constitution Regulations, if there are no nominations from teachers for a teacher governor vacancy, or from support staff for a support staff governor vacancy, repeat the election process, this time seeking nominations from all staff. This can mean that a teacher occupies a staff (support) governor place and vice versa. For Governing Bodies constituted under the 2012 Constitution Regulations, there is only one staff member place in the constitution and both teaching and support staff are eligible for election.

10. Each member of staff is entitled to cast one vote per vacancy i.e. if there are two vacancies, the voter selects two candidates.

11. Returned envelopes must be locked away unopened until after the closing date for nominations.

12. The count should take place after 12.00 noon on the date by which completed ballot papers are to be returned.
• The Headteacher/Principal opens the envelopes in the presence of the candidates, should they wish to be there, or their representatives. The Headteacher/Principal should agree with the candidates or their representatives whether a ballot paper has been spoilt (i.e., if it is not clear for whom the vote was intended). If the candidates and representatives are not present, the Headteacher will decide which papers are spoilt. These decisions should be made before the count.

• The votes are counted and the Headteacher/Principal declares the results. If there is a tie in the number of votes cast, a decision must be reached by drawing lots. The candidates or representatives decide the method they want to use.

13. The procedure should be completed by informing staff of the result of the election (Appendix F) and by informing candidates of the result (Appendix G).

14. The Returning Officer must ensure that all ballot papers are stored securely for three months, after which time they should be destroyed.
For staff vacancies in schools where the governing body is constituted under the 2007 Constitution Regulations

Staff (Teacher) Governor: Model Nomination Letter

This letter needs to be customised at each place marked << INSERT >> to suit your school

<< INSERT SCHOOL LOGO AND ADDRESS >>

<< INSERT DATE >>

Dear Colleague

ELECTION OF STAFF (TEACHER) GOVERNOR: NOMINATIONS

There is a vacancy for a staff governor from the teaching staff to serve on the governing body of this school. We are very keen to encourage members of the teaching staff to nominate themselves to fill this place. Details of how to nominate yourself are given on the reverse of this letter, and a nomination form enclosed. If no nominations are received from teaching staff by the deadline, then nominations will be open to members of the support staff. In either case, if an election is required, all staff members (support and teaching) will be able to vote.

Teacher staff governors are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body's wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school.

If you join our governing body, you will serve for a four year term. If you cease to work at the school during this time, though, you would not be able to continue as a governor. Being a governor does take up time. There are << INSERT NUMBER >> governing body meetings each year, and governors usually serve on a committee/<< INSERT NUMBER >> committees which meet once/twice a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school or meeting colleagues on behalf of the governing body, as well as undertaking training and updating.

To find out more about what being a governor at this school is like, you can contact << INSERT DETAILS OF CONTACT GOVERNOR >>, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the enclosed sheet to me by << INSERT CLOSING DATE FOR NOMINATIONS >>. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Headteacher/Principal
Who can be a staff (teacher) governor?

All those who teach at the school and are over the age of 18 are eligible to stand for election. Any member of staff who is also a parent of a child at the school may seek election as a staff governor. (If they work for less than 500 hours per year, they would also be eligible to stand in a parent governor election.)

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor.

How to nominate yourself

If you would like to put your name forward, you must complete a nomination form and a self declaration form.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all members of staff with a ballot paper.

Enclosed: Nomination form, Eligibility Self Declaration Form
Appendix A2

For staff vacancies in schools where the governing body is constituted under the 2007 Constitution Regulations

Staff (Support) Governor: Model nomination letter

This letter needs to be customised at each place marked << INSERT >> to suit your school

<< INSERT SCHOOL LOGO AND ADDRESS >>

<< INSERT DATE >>

Dear Colleague

ELECTION OF STAFF (SUPPORT) GOVERNOR: NOMINATIONS

There is a vacancy for a staff governor from the support staff to serve on the governing body of this school. We are very keen to encourage members of the support staff to nominate themselves to fill this place. Details of how to nominate yourself are given on the reverse of this letter, and a nomination form enclosed. If no nominations are received from support staff by the deadline, then nominations will be open to members of the teaching staff. In either case, if an election is required, all staff members (support and teaching) will be able to vote.

Support staff governors are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body’s wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school.

If you join the governing body, you will serve for a four year term. If you cease to work at the school during this time, though, you would not be able to continue as a governor. Being a governor does take up time. There are << INSERT NUMBER >> governing body meetings each year, and governors usually serve on a committee/ <<INSERT NUMBER >> committees which meet once/twice a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school or meeting colleagues on behalf of the governing body, as well as undertaking training and updating.

To find out more about what being a governor is like, you can contact << INSERT DETAILS OF CONTACT GOVERNOR >>, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the enclosed sheet to me by << INSERT CLOSING DATE FOR NOMINATIONS >>. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Headteacher/Principal

<< INSERT NAME OF SCHOOL or COLLEGE >>
Who can be a staff (support) governor?

All those who are not teachers but who work at the school, or are employed on a contract for services under the governing body's control, and are over the age of 18 are eligible to stand for election. Any member of staff who is also a parent of a child at the school may seek election as a staff governor. (If they work for less than 500 hours per year, they would also be eligible to stand in a parent governor election.)

There are some circumstances that disqualify an individual from serving as a school governor.

If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor.

How to nominate yourself

If you would like to put your name forward, you must complete a nomination form and a self declaration form.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

Elections

If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all members of staff with a ballot paper.

Enclosed: Nomination form, Eligibility Self Declaration Form
For staff vacancies in schools constituted under the 2012 Constitution Regulations.
Also for staff vacancies in schools constituted under the 2007 Regulations and having more than three staff places in the constitution.

Staff (Other) Governor: Nomination Letter

This letter needs to be customised at each place marked << INSERT >> to suit your school

<< INSERT SCHOOL LOGO AND ADDRESS >>

<< INSERT DATE >>

Dear Colleague

ELECTION OF STAFF (OTHER) GOVERNOR

There is a vacancy / There are << INSERT NUMBER >> of vacancies for a staff governor to serve on the governing body of this school. Nominations for this position are open to all members of staff – teaching and support – and if an election is required, all staff members (support and teaching) will be able to vote. Details of how to nominate yourself are given on the reverse of this letter, and a nomination form enclosed.

Staff governors are vital to our governing body. They share equally with other governors the responsibility for carrying out the governing body’s wide range of responsibilities. Governors do not run the school day to day, as their role is at the strategic or policy-making level in the school.

If you join the governing body, you will serve for a four year term. If you cease to work at the school during this time, though, you would not be able to continue as a governor. Being a governor does take up time. There are << INSERT NUMBER >> governing body meetings each year, and governors usually serve on a committee / << INSERT NUMBER >> committees which meet once/twice a term. You will need to set aside time to be able to be an effective governor: time to prepare for meetings, for visiting the school or meeting colleagues on behalf of the governing body, as well as undertaking training and updating.

To find out more about what being a governor at this school is like, you can contact << INSERT DETAILS OF CONTACT GOVERNOR >>, who will be very willing to answer any questions.

If you would like to take the opportunity to put yourself forward as a candidate, you may only do so on an official form, so please complete and return the enclosed sheet to me by << INSERT CLOSING DATE FOR NOMINATIONS >>. If it is necessary for there to be an election, I will contact you to let you know about the arrangements.

Yours sincerely

Headteacher/Principal

<< INSERT NAME OF SCHOOL or COLLEGE >>
Who can be a staff governor?
All those who teach or work at the school, or who are employed on a contract for services under the governing body's control, and are over the age of 18 are eligible to stand for election. Any member of staff who is also a parent of a child at the school may seek election as a staff governor. (If they work for less than 500 hours per year, they would also be eligible to stand in a parent governor election.)

There are some circumstances that disqualify an individual from serving as a school governor. If you wish to stand, you will be asked to complete a self-declaration of eligibility form to state that there are no reasons for being disqualified from serving as a governor.

How to nominate yourself
If you would like to put your name forward, you must complete a nomination form and a self declaration form.

You should use the space provided on the form to write a brief personal statement (100 words maximum) to support your nomination.

Elections
If the number of nominations is the same as or less than the number of vacancies, all candidates will be elected unopposed.

If there are more nominations than vacancies, an election will take place. The statements of all candidates will be typed in a standard format and circulated to all members of staff with a ballot paper.

Enclosed: Nomination form, Eligibility Self Declaration Form
GOVERNOR ELECTION: NOMINATION FORM

This form needs to be customised at each place marked << INSERT >> to suit your school

<< INSERT NAME OF SCHOOL or COLLEGE >>

This form should be returned to the Headteacher at the school by << INSERT DATE OF NOMINATION DEADLINE >>

I wish to serve as a Staff Governor and to be a candidate if an election is necessary.
I confirm that I am eligible to serve as a school governor (and have completed a declaration form).

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<th>FULL NAME (TITLE, FORENAME &amp; SURNAME)</th>
<th>ADDRESS</th>
<th>SIGNATURE AND DATE</th>
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Please use this space for a brief (100 words maximum) personal statement to support your nomination. This statement, typed in a standard format, with your name, which will be circulated to all staff in the event of an election.
### SCHOOL GOVERNOR ELIGIBILITY SELF DECLARATION FORM

*Please answer each question by ticking in the relevant column on the right hand side*

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<th>Question</th>
<th>YES</th>
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<td><strong>Are you</strong> aged 18 or over at the date of this election or appointment?</td>
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<td><strong>Have you</strong> been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <em>Note: This does not apply to Headteachers</em></td>
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<td><strong>Has your</strong> estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?</td>
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<td><strong>Are you</strong> the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?</td>
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<td><strong>Are you</strong> subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?</td>
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<td><strong>Have you</strong> been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?</td>
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<td><strong>Have you</strong> been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?</td>
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<td><strong>Are you</strong> included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?</td>
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<td><strong>Are you</strong> subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?</td>
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<td><strong>Are you</strong> barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?</td>
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<td><strong>Are you</strong> disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?</td>
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<td><strong>Are you</strong> disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?</td>
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<td><strong>Have you</strong>, in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?</td>
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<td><strong>Have you</strong>, in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?</td>
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<td><strong>Have you</strong>, at any time, received a prison sentence of five years or more?</td>
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<td><strong>Have you</strong> been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?</td>
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<td><strong>Are you</strong> employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?</td>
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I declare that I am not disqualified from serving as a school governor.

Name:

Signature ___________________________ Date ________________

This form should be returned to the Headteacher at the school by << INSERT CLOSING DATE FOR NOMINATIONS >>

NOTE: if there are any parts of this form that you cannot answer, cannot sign or which you have questions about, please contact << FILL IN CONTACT NAME >> who will be willing to advise you.
Dear

Re: Election of Staff/Teacher Governor at .................................. School

Thank you for your offer to become a staff governor at our school.

As there are more applications than vacancies, there will be an election.

The count will be held at the school on ............... at ................. am/pm, and you are entitled to attend this count. If you wish to attend, I would be obliged if you would tell me, or << INSERT NAME OF ALTERNATIVE CONTACT >>

If you do not attend, I will inform you in writing of the result within three school working days.

If you have any queries about the election process I shall be glad to answer them.

Yours sincerely

Head Teacher
ELECTION OF ONE STAFF (TEACHER) GOVERNOR
INSTRUCTIONS FOR VOTING

1. The ballot paper printed overleaf is for the election of one staff (teacher) governor.

2. Each full-time member of staff and part-time member of staff in regular service at the school may cast one vote.

3. Each voter may vote for only one candidate.

4. The vote should be recorded by placing an X in the space provided after the name of the candidate you wish to vote for. No other mark should be made on the ballot paper.

5. The ballot paper should be placed in the envelope provided, which should be sealed and returned to the Headteacher by

   << INSERT DATE OF CLOSE OF NOMINATIONS >>

6. No duplicate voting paper will be issued.
ELECTION OF ONE STAFF (TEACHER) GOVERNOR

<< INSERT NAME OF SCHOOL/ COLLEGE >>

You may vote for one candidate

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ELECTION OF ONE STAFF (TEACHER) GOVERNOR

<< INSERT NAME OF SCHOOL/ COLLEGE >>

You may vote for one candidate

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ELECTION OF ONE STAFF (SUPPORT) GOVERNOR

INSTRUCTIONS FOR VOTING

1. The ballot paper printed overleaf is for the election of one staff (support) governor.
2. Each full-time member of staff and part-time member of staff in regular service at the school may cast one vote.
3. Each voter may vote for only one candidate.
4. The vote should be recorded by placing an X in the space provided after the name of the candidate you wish to vote for. No other mark should be made on the ballot paper.
5. The ballot paper should be placed in the envelope provided, which should be sealed and returned to the Headteacher by
6. No duplicate voting paper will be issued.

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ELECTION OF STAFF (SUPPORT) GOVERNOR

<< INSERT NAME OF SCHOOL/ COLLEGE >>

You may vote for one candidate

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ELECTION OF ONE STAFF (SUPPORT) GOVERNOR

<< INSERT NAME OF SCHOOL/ COLLEGE >>

You may vote for one candidate

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ELECTION OF STAFF GOVERNOR

INSTRUCTIONS FOR VOTING

1. The ballot paper printed overleaf is for the election of <<INSERT NUMBER>> staff governor(s).

2. Each full-time member of staff and part-time member of staff in regular service at the school may cast one vote.

3. Each voter may vote for <<INSERT NUMBER>> candidate(s).

4. The vote should be recorded by placing an X in the space provided after the name of the candidate/candidates you wish to vote for. No other mark should be made on the ballot paper.

5. The ballot paper should be placed in the envelope provided, which should be sealed and returned to the Headteacher by

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ELECTION OF STAFF GOVERNOR

<< INSERT NAME OF SCHOOL/ COLLEGE >>
DECLARATION OF THE RESULT OF
THE STAFF (TEACHER/SUPPORT/OTHER) GOVERNOR ELECTION
TO THE GOVERNING BODY OF

This form needs to be customised at each place marked << INSERT >> to suit your school

<< INSERT NAME OF SCHOOL/ COLLEGE >>

I declare that in the election held by secret ballot on << INSERT DATE >>, << INSERT NAME(S) OF SUCCESSFUL CANDIDATE(S) >> received the highest number of votes and is duly elected to serve as Staff (Teacher/Support/Other) Governor(s) on the Governing Body of this school.

The number of spoilt ballot papers was << INSERT NUMBER IF RELEVANT >>

Date << INSERT DATE >>

Signed ________________________
(Headteacher/Principal)
Staff governor: Model letter to successful candidate(s)

This letter needs to be customised at each place marked << INSERT >> to suit your school and details specific to the appointment. You may wish to alter the style, include your own welcome, and mention any other information that will be sent out to the new governor and/or any meetings to be arranged with key people. Some suggested paragraphs are given marked ¹, and ².

<< INSERT SCHOOL LOGO AND ADDRESS >>

<< INSERT DATE >>

Dear

ELECTION OF STAFF (TEACHER/SUPPORT/OTHER) GOVERNOR

I am writing to confirm your appointment as a << Staff (teacher/support/other) >> governor to serve on the governing body of this school. The Chair of Governors << INSERT NAME >> welcomes you on behalf of the Governing Body and is grateful for your willingness to play an active part in supporting the work of the school. You will serve for a four year term of office starting on << INSERT START DATE >> and ending on << INSERT END DATE >>.

To help you understand more of the work of the governing body I enclose ¹. The headteacher/principal/ chair of governors is keen to meet you and will make contact with you to arrange a meeting at a time convenient to you.²

A new governor Welcome Pack will shortly be sent to you by the Halton School Governance team. This also includes information about induction training.

The date of the next governing body meeting is on << INSERT DATE >> at << INSERT TIME >>.

Yours sincerely

<< INSERT NAME OF CLERK/ADMIN STAFF >>
Staff governor: Model letter to unsuccessful candidate(s)

This letter needs to be customised at each place marked << INSERT >> to suit your school

<< INSERT SCHOOL LOGO AND ADDRESS >>

<< INSERT DATE >>

Dear

ELECTION OF STAFF (TEACHER/SUPPORT STAFF/OTHER) GOVERNOR

I am writing to tell you that you were not elected to serve as a staff governor of the school in the recent election.

I am very grateful to you, however, for agreeing to stand for election and for your wish to support the work of the school in the role of school governor.

Yours sincerely

<< INSERT NAME OF CLERK/ADMIN STAFF >>