



NICHOLAS POSTGATE CATHOLIC ACADEMY TRUST

Process for the Election of Parent Governors

There are two places for parent governors on each Local Governing Body. When a vacancy has been identified then the process of recruitment can begin.

The Clerk to the LGB should complete the **First Letter to Parents** ready for issue.

The School (Head or Business Manager) should make arrangements for the letter to be distributed to all parents, this includes those who are non-domicile who have retained parental responsibilities. The letter can be in electronic or paper format.

The following information should also be made available to parents either by enclosing with the letter or on the school's website:

- **Parent Governor - Information for Applicants**
- **Parent Governor – Declaration of Eligibility**

Parents who wish to be considered for the role need to be nominated by another parent of a child at the school. This can be a spouse or partner. Both the nominating parent and the nominee will need to complete and sign a **Nomination form for the election of Parent Governor**. These forms should be made available on the school website and in paper format at the school office. They are also available to download from the NPCAT website.

The letter should clearly show the date when the forms have to be returned to the School.

When the date is reached the nomination forms returned should be collated together.

- Where there is only one nomination for a vacancy then the parent is able to be appointed to the post and should be contacted by the Chair of Governors. The Clerk to the LGB should be informed.
- Where there are more nominations than there are vacancies then an election needs to take place. A **Second Letter to Parents** should be prepared and sent to parents with the names of the nominees, a copy of their 100 word statement and a ballot form. The letter must clearly state the date and time that all ballot papers should be returned to the school by.

The nominees should be invited to attend the school at a date and time specified (e.g. 1 hour after the close of the receipt of ballot papers) and the Clerk to the LGB will open the ballots in their presence and record the votes. Those with the largest majority of votes will be deemed to have been elected. The Chair of Governors will be informed and should contact the new post holders.