

Parent governor/trustee election documents

Use and adapt our collection of templates to make sure you carry out successful and compliant parent governor elections.

You’ll find a:

* Candidate form and template letter to parents/carers inviting candidates
* Ballot paper and template letter to parents/carers outlining the voting procedure
* Template letter to successful candidate(s)
* Template letter announcing the result to parents/carers

These documents can be used by boards in maintained schools and academies. Edit or remove the text in yellow highlight.

You should contact your local authority or check your articles of association to make sure you meet any specific election requirements.

Template letter to parents and candidate form

Dear parent(s)/carer(s),

I am writing to inform you of [a vacancy/vacancies] for the role of parent governor on our governing board.

The role of the governing board

The school’s governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school’s educational and financial performance.
The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent governor

As a parent governor, you’ll work with the board to make sure it effectively carries out the duties referred to above. You’ll also play a vital role in bringing a **parental perspective** to the governing board, but you’re not there to speak ‘on behalf’ of the parent body.

To be a parent governor you should have:

* A strong commitment to the role and to improving outcomes for children
* Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
* The specific skills required to make sure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following:

[List the skills your board has a shortage of]

Expectations of governors

Make sure candidates fully understand what is expected of them in their role by outlining your expectations, including:

* Attendance at meetings
* Maintaining confidentiality
* Committing to training
* Visiting the school
* Their term of office

How to apply

If you’re interested in applying for the role, please complete the candidate form attached to this letter and return to [insert name, email address or school office] by [insert date]. If we receive more applications
than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact
[insert name].

Yours sincerely,

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Candidate address:** |  |
| **Candidate statement:** | You may want to include prompts here to help candidates write their statements, such as suggesting that they outline:* The skills and experience they have that the governing board requires
* Their commitment to undertaking training to acquire or develop the skills needed to be an effective governor
* If applicable, details of their contribution to the work of the governing board during their previous term of office
* How they plan to contribute to the future work of the board
 |

[Adapt the following to reflect your context]

Maintained schools

I confirm that I am a parent or carer of a registered pupil at the school and am not:

* An elected member of the local authority
* Paid to work in the school for more than 500 hours in any consecutive 12-month period
at the time of election

Single academies and multi-academy trusts (check your articles of association to see whether requirements differ):

I confirm that I am a parent or carer of a registered pupil at the school/at one of the schools in the academy trust.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template letter to parents with ballot paper

The following template letter outlines a voting process for a parent governor election.

The letter is based on the use of the double-envelope system as this is the system most commonly used by governing boards. Adapt the letter to reflect the system you use, for example if you’re also offering online voting.

Maintained schools and single academy trusts note: if you offer online voting this cannot be the only option, as you must also give parents/carers the option of voting by post, including delivery by hand.

Multi-academy trusts: the model articles of association don't mention that you need to make sure you notify all parents/carers or include the option to vote by post, but do so as best practice. Check your own articles in case they cover this.

There is no statutory requirement to use a specific voting system other than a ‘ballot’ (for maintained schools) and a ‘secret ballot’ (for academies). However, you should ask your local authority/academy trust if there are local rules.

Make sure you attach copies of the candidate statements to the letter.

Dear parent(s)/carer(s),

I wrote to you on [insert date] to invite nominations for the [vacancy/vacancies] for [a parent governor/parent governors].

As we have more candidates than vacancies, we must now hold a ballot. With this letter, you’ll have received a ballot paper with the names of the candidates and 2 envelopes. You may vote for up to [insert number equal to the number of vacancies] of the candidates.

You should:

* Read the candidate statements attached to this letter
* Mark an X alongside the [candidate’s/candidates’] name(s) you wish to vote for. Do not mark the ballot paper in any other way
* Insert the completed ballot paper in the unmarked envelope and seal it
* Insert the unmarked envelope containing the ballot paper into the second envelope, fill in your details and seal it
* Return your ballot paper to [insert name/the school office] by [insert date]

The use of 2 envelopes ensures that your vote remains confidential. Your details on the second envelope will be checked against the list of those entitled to vote. This envelope will then be removed so that your vote is anonymous.

If you have any queries about this process, please contact [insert name/the school office] by [phone/email].

Yours sincerely,

|  |  |
| --- | --- |
| Name of candidate | Mark chosen candidate(s) with an X below |
| Candidate A |  |
| Candidate B |  |
| Candidate C |  |
| Candidate D |  |

Template letter to successful candidate(s)

Dear [insert name]

We’re delighted to inform you that you’ve been elected as parent governor, subject to disclosure and barring service (DBS) and section 128 checks. Your term of office will commence on [insert date] for [insert number of years].

[insert information on how to provide documents for checks and how your school/trust conducts the process]

Your first governing board meeting will be held on [insert date and time]. We’ll send through your induction pack and a copy of the agenda ahead of the meeting. [If you have mentors for new governors, explain who their mentor will be.]

There are a few things you can do to help you feel more prepared for your first meeting. We recommend
that you:

* Take a look at the school website and read our latest Ofsted report
* Complete an online induction course and/or parent governor course (this will help you get up to speed on all things governance) <https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/>
	+ [Explain how the governor can get their login details for GovernorHub]
* Take a look at the Governance guide, which sets out the duties of the governing board: [Delete as appropriate: [guide for academy trusts](https://www.gov.uk/guidance/-governance-in-academy-trusts/), [guide for maintained schools](https://www.gov.uk/guidance/governance-in-maintained-schools)]
* Insert any other relevant preparations

In the meantime, if you have any questions please don’t hesitate to contact [insert name and contact details].

We look forward to working with you.

Yours sincerely,

Template letter announcing the results to parents/carers

Dear parents/carers

I am writing to inform you of the result of our election for parent governor(s).

Elected: [insert name(s)]

We would like to thank all those who put their name forward and took the time to complete candidate statements, and those of you who voted. Details of the number of votes cast can be obtained on request from [insert location].

If you would like to be considered in another capacity as one of our governors at a later date, please contact [insert name/role].

Alternatively, do consider looking for vacancies in other schools in the area. For further support with this, register your interest with Governors for Schools. The service is free, and they help to partner volunteers with local schools who are recruiting for new governors:

[www.governorsforschools.org.uk](http://www.governorsforschools.org.uk)

Yours sincerely,