

Title:	Procedures for the election of parent trustees
Associated Documents:	<ul style="list-style-type: none"> Governance Handbook

1.	Procedure Statement
1.1	Northampton School for Girls (NSG) has set out the procedures for the election of parent trustees, as part of its commitment to transparent governance.
2.	Who do these procedures apply to?
2.1	<ul style="list-style-type: none"> Trustees at NSG Headteacher Clerk to Trustees Returning officer Parents/guardians of pupils attending NSG
3.	Who is responsible for carrying out these procedures?
3.1	<ul style="list-style-type: none"> Trustees at NSG Headteacher Clerk to Trustees Returning officer
4.	What are the principles behind the procedures?
4.1	These procedures are based on guidance from the National Governance Association. They outline the procedures in place at NSG for parent elections, ensuring clarity and fairness for anyone standing for election and/or voting in elections for parent trustees. It also ensures the integrity of the Governing Board at NSG.
5.	Procedures (Standards)
5.1	When a serving parent trustee is reaching the end of his/her term of office, the Clerk will inform the board of trustees and Headteacher. A timetable for an election is agreed that minimises delay and avoids school holidays.
5.2	The returning officer will send a letter to all parents, via Edulink and/or Parent Pay, notifying them that an election for a parent trustee is required, and inviting nominations, using an electronic Google form. The returning officer will also attach a sheet setting out the circumstances in which someone is not allowed to serve. The nomination form will indicate the closing date for nominations, which will be no less than 10 working days from the date of issue. Candidates will be invited to submit a statement in support of their nomination, which should be no longer than 250 words.
5.3	The board of trustees will carry out a regular skills audit of trustees/local committee members and on occasion, may ask for parents with particular skills/experience to put their name forward for election. This does not preclude any other member of the parent body from standing for election.
5.4	Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination.
5.5	Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the board of trustees will appoint parent trustees/parent local committee members to the vacancy or vacancies in accordance with the articles of association.
5.6	If there are more nominations than vacancies, a ballot will be conducted. A letter will be sent to all parents via Edulink and/or Parent Pay and will include a Google form as an electronic ballot paper. The letters will set out that:

	<ul style="list-style-type: none"> • All parents of registered pupils at the academy are entitled to vote. Depending on the number of vacancies, parents may be asked to vote for more than one candidate. Each parent can submit one ballot form, regardless of the number of children they have attending the school; • The closing date and time for receipt of ballot papers, which will be no less than 10 school days; • If applicable, the candidates' personal statements will be enclosed and will also be available to view on the school website.
5.7	If a parent is unable to vote using this arrangement, parents can contact the returning officer to discuss alternative arrangements. No arrangements will be made for proxy voting.
5.8	Returned envelopes must be locked away unopened until the closing date.
5.9	At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and trustees will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.
5.10	In the event of a tie, there should be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.
5.11	The Clerk will inform all the candidates individually about the result of the ballot. The trust will notify, within 14 days, the Secretary of State of the names of successful candidates; whether they were elected or appointed; and the name of the trustee they are replacing, as set out in the funding agreement.
5.12	Other parents will be notified of the result via the school newsletter and/or website.
5.13	The Google ballot form will be retained securely for six months in case the election result is challenged.
6.	Procedures Review
6.1	These procedures will be monitored as part of the school's annual internal review and reviewed on a three year cycle or as required by legislature changes.