

Kenningtons Primary Academy

Procedure for the Election of a Parent Governor

September 2025



1 Who is eligible to stand as a Parent Governor and vote in the elections

There are important restrictions on who can become a member of the Governing Body and these are listed in Appendix A to this document.

All 'parents' who make themselves known to the school and are involved in the full-time care of a child on the register of the school (but not including the nursery) on a settled basis, may stand as Parent Governors (providing they are not disqualified from holding office as a governor) and vote in the elections

Parents include:

- the parents (natural or adoptive);
- any individual who has or has had 'parental responsibility for, or cares or has cared for, a child or young person under the age of 18';
- a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child - e.g. step-father, grandparents, other relatives, cohabitees and foster parents. **NB This must be someone involved in the full-time care of the child on a settled basis.**

No parent engaged in paid employment at the school for more than 500 hours in any consecutive 12-month period (at the time of election or appointment) can stand for election/appointment as a parent governor of the same school, nor can any parent who is an elected member of Thurrock Council. NB If a serving parent governor subsequently starts to work at the school for more than 500 hours in a consecutive 12-month period, they would serve out their term of office.

If you are an employee of a Local Authority or other similar public body you may not be eligible (The Governing Body of an academy may not have more than 20% of its members as employees of a Local Authority or other similar public body)

2 Term of Office

Parent Governors are elected for a four-year term of office. They do not need to resign if their child leaves the school during the period they serve, though they may do so if they wish.

3 Notification of Vacancies

The school will maintain information on the dates on which Parent Governors' terms of office come to an end, or when resignations of governors occur. When a vacancy arises, the Governing Body will liaise with the Headteacher over the timing of the election and any action, which needs to be taken. An election will be held as promptly as possible.

4 Election Procedures

a) When there is a vacancy or prospective vacancy for a Parent Governor, every eligible parent who has made him/herself known to the school must be given the opportunity to participate in the elections, but there is no obligation on the school to track down such persons.

b) The Headteacher will inform parents via Parentmail that:

- (i) a vacancy, or vacancies, have arisen which are required to be filled by election;
- (ii) they are entitled to stand as a candidate (subject to their eligibility) and vote;
- (iii) there are restrictions on certain people holding office as a governor; and
- (iv) the successful candidate(s) will be subject to a criminal record check.

The notification from the Headteacher will also explain that parents:

- (i) may nominate themselves, providing they are not disqualified from standing for election; and
 - (ii) should apply to the Clerk to the Governing Body for a nomination form and information pack
- c) Candidates will be asked to signify on the Parent Governor Self-Nomination Form (Appendix B) their willingness to stand for election and sign a Declaration (Appendix C) that they are not disqualified from holding office as a governor. They will also be invited to supply, with their nomination, a personal statement of not more than 250 words for circulation to parents.
- d) Nominations will be returned to the school. There will be a closing date of not less than 10 school days after notification to parents. The school will acknowledge the receipt of nominations within 3 school days.
- e) If the number of qualified nominees is smaller than, or equal to, the number of vacancies, voting will not be required. Those nominated will simply be declared to be governors. The Headteacher will inform parents of the successful candidate. The Clerk to the Governing Body will send a letter of appointment to the successful candidate confirming the period of appointment. The successful candidate will be subject to a criminal record check.
- f) If the number of nominations exceeds the number of vacancies, an election will be held by online ballot.
- (i) The Headteacher will notify parents of the upcoming election by Parentmail. It will also be posted on the school's Newsletter.
 - (ii) The ballot will be held within 5 school days after the closing date for nominations to be returned to the school and will be open for 5 school days.
 - (iii) The ballot will be conducted as an online ballot using Parentmail to issue a voting form (Appendix D) to parents and to collate the responses.
 - (iv) Parents who are unable to use the online version can return a paper voting form to the school by post or by hand. (Parents should contact the school office for a paper ballot.)
 - (v) Parents are allowed one vote per vacancy irrespective of the number of children the parent has in attendance at the school.
 - (vi) The ballot will be conducted as a secret ballot and the voting preferences of parents will be secret. These details will be accessible only to the Headteacher, as clerk of the election, and the Academy Manager in counting the vote. This information will be treated in absolute confidence.
 - (vii) No arrangements may be made for proxy voting.
 - (viii) The outcome of the ballot is determined by the simple majority vote system.
 - (ix) All candidates will be invited to view the count data on the closing day of voting. This will be anonymised data that indicates the number of votes received by each candidate only and not the identity of voters to protect the integrity of the secret ballot.

- (x) In the event of an equal number of votes being cast there should be a recount. If this does not produce a clear result the Headteacher will, in the presence of witnesses (and any candidates who attended the count), draw lots.
 - (xi) Once the necessary checks have been made, the Headteacher will notify parents to let them know the outcome.
 - (xii) Voting data and including any ballot papers will be retained securely for two months.
 - (xiii) The Clerk to the Governing Body will send a letter of appointment to the successful candidate(s) confirming the period of appointment.
- g) The school will make every reasonable effort to fill Parent Governor vacancies through elections. If insufficient parents stand for election the Governing Body can appoint, (providing they are not disqualified from holding office as a governor):
- (i) a parent of a registered pupil at the school; or if that is not possible;
 - (ii) a parent of a former registered pupil at the school; or if that is not possible;
 - (iii) a parent of a child of or under compulsory school age.

Appendix A

Qualifications to serve as a Governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from holding or continuing to hold office as a governor or associate member if he or she:

- is detained under the Mental Health Act 1983 during his or her period of office;
- is subject to a bankruptcy restriction order or an interim order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of 5 years or more;
- has been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor;
- is employed at the school for more than 500 hours per academic year if wishing to stand for parent governor at the same school;
- is an elected member of the Local Authority;
- fails to attend Governing Body meetings for a continuous period of six months.

Appendix B

Parent Governor Self-Nomination Form

This form should be completed and returned in the self-address envelope to Jenny Green, Clerk to the Governors by 19th November 2025

Name:

Home Address:

Home Phone Number:

Mobile Number:

Email Address:

Occupation:

Place of work:

Name of Child(ren):

Year Group:

I wish to submit my self- nomination for the election of Parent Governor.

I confirm (i) that I am willing to stand as a candidate for election as a Parent Governor and (ii) that I am not disqualified from holding office.

Personal Statement: Please make a statement in the following space why you would like to serve as a Parent Governor on the Governing Body - you should also include some brief biographical details and any skills and experience you would bring to the role.

Signed:

Dated:

Kenningtons Primary Academy

Declaration of Suitability

2025 / 2026



Appendix C

This form should be completed and returned in the self-address envelope to Jenny Green, Clerk to the Governors by 19th November 2025

I declare that I am not disqualified from serving as a Governor and that:

- I am aged 18 or over at the date of this selection process or appointment.
- I will not hold more than one governorship at the Academy.
- I have not been detained under the Mental Health Act 1983.
- I am not the subject of a bankruptcy restrictions order or an interim order under The Enterprise Act 2002, or my estate has not been sequestrated (temporarily repossessed) and the sequestration has not been discharged, annulled or reduced.
- I am not subject to a disqualification order under the Company Directors Act 1986 or an order under Section 429(2) of the Insolvency Act 1986, or similar legislation.
- I have not been removed from the office of a charity trustee or trustee for a charity by the Charities Commissioners or the High Court on the grounds of any misconduct or mismanagement, or under the Charities and Trustees Investment (Scotland) Act 2005, from participation or control of any body.
- I am not included in any list of people considered by the Secretary of State as unsuitable to work with children or young people.
- I am not disqualified from working with children or subject to a direction under the Education Act 2002 or similar legislation.
- I am not disqualified for registration for childminding, for providing day care or under the Education Act 2006 or similar legislation.
- I am not disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- I have not been sentenced to three months or more in prison (without the option of a fine) in the five years before (or since) becoming a governor.
- I have not received a prison sentence of 2.5 years or more in the twenty years before becoming a governor.
- I have not at any time received a prison sentence of five years or more.
- I have not been fined for causing a nuisance or disturbance on education premises during the five years prior to (or since) becoming a governor.
- I have not refused application being made to the Disclosure and Barring Service for a criminal records certificate.
- I am not employed for 500 hours per academic year at the same school.
- I am not an elected member of the Local Authority.
- I understand that I will be disqualified if I fail to attend Governing Body meetings for a continuous period of six months.

Name:

Signature:

Date: