



BORDESLEY MULTI ACADEMY TRUST

T2-14 Local School Staff Governor Election

Tier 2 – Centrally Determined School Policy

Approved by the Trust on 15/03/2022

Document control

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1. Bordesley Multi Academy Trust Mission Statement

We believe that success is achieved by working in partnership with parents, carers and the wider community. We are committed to working with our partners to ensure the very best outcomes for all our learners, from 3 to 19.

The significant guiding principles of the MAT are based around autonomy, trust, respect, equity and outstanding relationships. We believe that positive and constructive relationships are at the heart of every successful school. This allows the entire community to be valued and challenged to be their best, raising aspirations for all.

2. Introduction

This policy is based on the WCC “Staff Governor Election Process” Revised May 2020.

Version 22.0 of the Trust’s T1:17 Governance Management Structure TOR states that Trust schools should have **two** Staff Local Governors; this is in addition to the Headteacher who is deemed ex officio.

3. Qualifications and conditions of staff governorship

Teaching and support staff who, at the time of the election, are employed by the Bordesley Multi Academy Trust to work at the school under a contract of employment, are eligible to be staff governors.

- Staff governors are elected by the school staff. They cease to hold office when they cease to work at the school.
- 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.
- From 1 September 2017, the Trust will have the power to remove elected parent and staff governors in the same way as they can remove co-opted governors – that is, by majority decision of the Trustees. Clear expectations of role and conduct should therefore be communicated and agreed upfront.
- From 1 May 2017, any person who has held office as an elected parent or staff governor and removed from the governing body (by the Trustees) during their term of office, will be disqualified from serving or continuing to serve as a school governor within any of the Trust’s schools for five years from the date of their removal.
- The Trust’s “T1:11 Trustees, Members and Governors Code of Conduct” Policy provides a clear framework for basing decisions to remove individuals from the governing board, regardless of whether they have been elected or appointed and that all governors are made aware of expectations of role and conduct upfront.
- 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.

- All staff (teaching and non-teaching) have the right to vote for any candidate standing for election.
- The term of office of all local staff governors is four years.
- The governing body is able to appoint staff as associate members (please see our Governor Services Notes of Guidance on Associate Members to note the opportunities and limitations of this role) if it wishes to include additional members of staff.
- The governing body is able to appoint staff as co-opted governors provided that when counted with the staff governors and the Headteacher the total members of staff does not exceed one third of the total membership of the governing body.

4. The election process

The regulations do not lay down procedures for local staff governor elections other than giving this responsibility to the Trust. The Trust has delegated this to the headteacher; therefore, the following procedure should be followed:

- The headteacher is the returning officer and has responsibility for organising the election.
- Elections should be held as soon as possible following a vacancy to ensure full representation of the staff category on the governing body.
- Nomination should be made formally on a standard form – a model is attached and contains the requisite basic information. The proposer and seconder of a nomination must be members of staff themselves. A period of 14 days should be given for the return of nomination papers. |
- [AT1] Candidates can be invited to give a brief statement including some biographical information. The headteacher may set a limit to the size of the statement. (100 words are recommended to be in line with Local parent governor statements.)
- If there is only one candidate that candidate will be elected unopposed. All staff should be notified of the names of the elected candidate.
- If there is more than one candidate the election must proceed to a ballot.
- All staff of whatever category e.g. teaching, teaching assistant, non-teaching and with a contract of employment at the school are entitled to vote.
- Each voter is entitled to cast one vote.
- The headteacher and any other employed staff, who are involved in the ballot process, are entitled to vote.
- Voting papers should be issued (see below) and a period of time given which is sufficient to give all staff, including those on part-time contracts, for their return prior to the advertised time and date of the closure of the ballot.

- A postal or electronic voting system is acceptable for employees not in the school at the time of the ballot. The returning officer must ensure that there is time for such staff members to return their voting paper prior to the close of the ballot.
- No arrangements may be made for voting by proxy.
- The outcome should be determined by simple majority vote. In the event of an equal number of votes being cast there should be a recount. If this produces the same outcome lots should be drawn in the presence of the candidates from papers containing each candidate's name.
- The headteacher must ensure that all members of staff are informed of the outcome of the election and the number of votes cast for each candidate.

5. Suggested letter for staff governor elections

Dear Colleague

Local School Governing Body – Local Staff Governor Elections

There is a vacancy for a staff governor on the school's local governing body. The term of office is 4 years. At the end of the term of office another election will be required to take place.

The person nominated must be paid to work at the school, volunteers are ineligible.

The governing body plays a significant part in the development and management of the school and as such, staff governors play an important role as members of the governing body helping to form policy, set priorities and manage the budget.

I am therefore writing to invite you either to nominate yourself or to nominate a member of staff to fill the vacancy. A nomination form is enclosed. If you would like to nominate someone, please return the completed form to the school office by (date at least 14 days later).

If only one nomination is received, then the nominee will be elected unopposed.

If there is more than one nomination the election will be by ballot at which point all staff of whatever category with a contract of employment at the school are entitled to vote. If that is necessary, voting papers will be sent to you together with details of the ballot procedure.

Yours sincerely

Headteacher or
Clerk to the Governors

School.....

6. ELECTION OF STAFF GOVERNORS NOMINATION FORM

Name of nominee	
Signature of nominee <i>confirming willingness to stand</i>	
Date signed:	

The above-named person is employed as a member of staff under a contract of employment or a contract for services at the school and is willing to stand if elected.
(Not required in the case of self-nomination.)

Nominated by	
<i>Signature and print name</i>	
<i>Date signed</i>	
Seconded by	
<i>Signature and print name</i>	
<i>Date signed</i>	

Brief supporting information	
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Completed nomination forms must be returned to the school office by
(insert closing date)

7. ELECTION OF STAFF GOVERNORS VOTING PAPER

This voting paper lists all the candidates nominated for the vacant staff governor post

VOTE FOR NOT MORE THAN (insert number) CANDIDATES

Insert X against the candidate(s) you support	Name of candidate	Biographical notes <i>(either here or on a separate sheet)</i>