

CODE OF PRACTICE FOR THE ELECTION OF A PARENT GOVERNOR

1. A Parent Governor shall be parents/guardians/carers of registered pupils at the Academy at the time of nomination of candidates for election.
2. A parent is disqualified from election as a Parent Governor of the Academy if he/she is:
 - A Chesterfield Borough Councillor
 - Paid to work at the Academy for more than 500 hours in any consecutive twelve month period.
3. Parents/legal guardians/carers of registered pupils shall be entitled to vote.
4. Information about the submission of nominations, election procedures and eligibility to vote shall be sent in writing by the Academy to all parents.
5. The Returning Officer shall be an Officer from the Academy - Mrs S Hardy
6. Nominations shall be sent to the Returning Officer or to the Academy by a specified date and shall include the name of the nominee and the proposer and seconder, all of whom shall be parents/legal guardians/carers of registered pupils. Self-nomination shall not be permitted. The person nominated shall signify in writing his/her acceptance of the nomination.
7. If on the closure for nominations there are more nominations than vacancies, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers and voting papers will be distributed to all parents/legal guardians/carers entitled to vote.
8. Voting shall be by secret ballot and each candidate will be invited to submit a statement of 200 words which will be circulated on his/her behalf with the ballot paper. **Please see statement below*.**
9. The ballot paper will include the candidate's name and the number and age of their children in the Academy.
10. Ballot papers will be required to be returned to the Academy in a prescribed manner by a specified date. The ballot papers will be counted at the Academy by Officers from the Academy. Should you wish to attend the count please contact the Principal who will advise you of the date and approximate time of the count.
11. The returning Officer shall arrange for the election results to be posted on the Academy's website.
12. The Academy's procedure for the appointment of Governors requires that a check be made with the Disclosure and Barring Service to confirm that a successful candidate is not prohibited in some way from working with children.

***I am prepared to provide a statement of up to 200 words in support of my nomination, which is enclosed, and which will be circulated with the ballot paper.**

Signature of Nominee _____