

HENDON SCHOOL

ELECTION OF PARENT GOVERNORS - NOMINATION FORM

I hereby nominate SURNAME _____

FIRST NAME _____

Please delete as appropriate: Dr/Mr/Mrs/Ms/Miss

ADDRESS: _____

EMAIL. _____ MOBILE PHONE NO _____

PHONE NO (HOME) _____ PHONE NO (WORK) _____

who is parent/guardian of (Name/s) _____

Nominees are permitted to self-nominate or be nominated by a parent/guardian of a student on roll.

PROPOSER	SECONDER
Name:	Name:
Address:	Address:
Name of child: Date of birth of child:	Name of child: Date of birth of child:
Signature:	Signature:

This form should be submitted to Karen Goodall goodallk@hendonschool.co.uk by 9am on Monday 8th December 2025.

Nominees should attach a short statement of **not more than 150 words** explaining why they wish to become a Parent Governor. If more nominations are received than there are vacancies, an election ballot will be held and all personal statements will be sent to all parents/guardians of registered pupils to enable them to vote. Proposers and seconders must be parents/guardians of registered pupils at the school.

Procedure for the election of a Parent Governor

The Articles of Association sets out in Article 57 the Parent Governor election arrangements and available on the School website.

1. The election process will be undertaken by the Headteacher or Headteacher's nominated representative, and Clerk to the Governors. All parents, foster parents, guardians and carers of children who are registered pupils at the school are eligible to nominate and to vote candidates in the election.
2. When a vacancy arises, a Notice of Election letter will be prepared by the Clerk in consultation with the Headteacher, and distributed to parents. If there are fewer, or the same number of candidates as there are vacancies, these candidates will be declared elected.
3. If there are more candidates than vacancies then a vote, by secret ballot will be taken. A ballot paper will be distributed to each person entitled to vote. No person is allowed more than one vote per vacancy regardless of the number of children he/she has at the school. The ballot paper will state the maximum number of candidates the voter may vote for.
4. The Clerk will distribute details of the candidates and the procedure for the ballot. Each candidate is required to provide a short profile (up to 150 words) about themselves on the nomination form prior to the election. The paperwork should also make clear the date and time by which the ballot papers must be placed in the ballot box and should be in a conspicuous but secure place.
5. As soon as possible following the election, at a time stated on the Ballot Paper, the Clerk and Headteacher or their nominated representative shall conduct the count. Candidates or their representatives may attend as observers. The Clerk will declare the result. Ballot papers will be held securely until the count occurs and may be disposed of after a further period of six months.
6. The Clerk and Headteacher (or nominated representatives) will decide which papers are 'spoilt' on the basis that if the candidates present at the count (or their representatives) agree that the voter has not indicated clearly whom they wish to support, the paper is regarded as 'spoilt'. If all candidates can agree upon the candidate whom the voter has intended to support, then the vote will be counted as good. Decisions about 'spoilt' papers will be made before the votes are actually counted. In the event of a dispute about a voter's intention the Headteacher's (or nominated representative) decision is final.
7. In a contested election, whether it be for one or more Governors, the principle of "first past the post" shall operate. The candidate(s) with the highest number of votes shall be declared duly elected.
8. It is at the discretion of the Headteacher or their nominated representative as to whether or not a recount of votes cast should take place.
9. In the event of an equal number of votes being cast for candidates the Clerk shall draw lots to decide which of the candidates shall be elected.
10. Once it is known who will fill the vacancy(ies), notification of the result will be issued.
11. The period of office for Parent Governors is four years.
12. Vacancies for Parent Governors will arise at any time throughout the year. Some Parent Governors serve their full period of office, others leave the post before that time. The timing of the election for Parent Governors is a matter for each Headteacher in consultation with the Governing Board.