**Diocese of Westminster Education Service**

Election and appointment of parent and staff governors

**Schedule 1 – Parent Governors**

The regulations covering the election of parent governors are contained in the The School Governance (Constitution) (England) Regulations 2012 (amended in 2017) at Schedule 1.

The governing body must make all the necessary arrangements for the election of parent governors. This does not include power to impose any requirements as to the minimum number of votes required to be cast for a candidate to be elected. Any election which is contested must be held by ballot.

The arrangements made must provide for every person who is entitled to vote to have an opportunity to do so by post. This includes delivery by hand.

The arrangements made may provide for every person who is entitled to vote to have an opportunity to do so by electronic means.

Where a vacancy for a parent governor arises, the appropriate authority must take such steps as are reasonably practicable to secure that every person who is known to them to be a parent of a registered pupil at the school, and where the school is a maintained nursery school, a parent of a child for whom educational or other provision is made on the premises of the school is

(a) informed of the vacancy and that it is required to be filled by election;

(b) informed that the person is entitled to stand as a candidate and vote in the election; and

(c) given the opportunity to do so.

The governing body must appoint as a parent governor:

(a) a parent of a registered pupil at the school,

(b) a parent of a former registered pupil at the school, or (c) a parent of a child under or of compulsory school age. The governing body may only appoint a person referred to in this paragraph if it is not reasonably practicable to appoint a person referred to in the sub-paragraph which immediately precedes it.

**Schedule 2 – Staff Governors**

The regulations covering the election of staff governors are contained in the The School Governance (Constitution) (England) Regulations 2012 (amended in 2017) at Schedule 2.

The Governing Body may delegate to the headteacher of the school any of its functions under this Schedule. The Governing Body is responsible for ensuring that all the necessary arrangements for the election of staff governors are made. The power conferred does not include power to impose any requirements as to the minimum number of votes required to be cast for a candidate to be elected. Any election which is contested must be held by ballot.