

Parent Governor Election Timeline

Wednesday 10 th February	FGB to discuss vacancies for parent governors and identify any gaps in skills and knowledge that are required on the Governing Body
Friday 12 th February	Letter sent to all parents with Mayfield Messenger informing them of two vacancies for parent governors and inviting applications. Applications to be on the HCC Governor Application form to be returned to Clerk of the Governing Body by 3.00pm on Friday 26 th February
W/b 1 st March	Chair of Governors/Headteacher to meet candidates to outline our expectations of Governors and the demands of the role and confirm that the candidate wishes to stand in an election. If there are more than two candidates, we will need to proceed to a virtual election.
W/b 1 st March	Candidates to write a short election statement to go on the ballot paper
Friday 5 th March	Inform parents of the process for the election: <ul style="list-style-type: none"> • Electronic voting codes and instructions to be sent out by email • Any parent without an email can request a paper ballot to be posted out • As there are two vacancies, each eligible parent will have two votes but they cannot use more than one vote for the same candidate • Votes will be cast on a Google form
Monday 8 th March	Voting codes and instructions sent out by email. Clerk to the Governing is provided with a list of voters to verify the votes as they are entered and ensure that no parent votes more than once.
Friday 19 th March 3pm	Closing date for votes to be cast electronically or paper ballots to be returned to the Clerk to the Governing Body.
Monday 22 nd March	Count of votes in school. Candidates invited in to witness count and informed of result
Friday 29 th March	Result announced in Mayfield Messenger