

ELECTION OF CHAIR AND VICE CHAIR - Whitchurch Community Primary School

The Law

In maintained schools, the governing body decides on the process for electing the chair and vice chair of governors, but this must be at a quorate meeting of the full governing body, and any candidates must leave the room during the election.

The governing body of a maintained school must determine the length of term of office for the chair and vice chair prior to the election taking place. This can be between one and four years.

A governor who is paid to work at the school or academy or who is a pupil at the school or academy is not eligible to stand for election for the office of chair or vice chair.

Anyone elected as chair or vice chair will cease to hold this office when their term of office as a governor ends

The Process

The chair and vice-chair will be elected annually for a term of one year at the first full Governing Body meeting of the academic year.

Written nominations may be sent to the clerk at least one week in advance of the meeting for electing the chair and the vice chair. A form will be sent to all governors (possibly by email) at least two weeks before the meeting.

Nominations will also be accepted at the meeting, subject to confirmation that the nominee is willing to stand.

A governor can stand for either office if they are unable to be present at the meeting, provided the clerk has proof they are willing to stand.

Candidates may self nominate, but their nomination must also be proposed and seconded by other governors

In the event of only one nomination being received and duly proposed and seconded, the Clerk (who takes the chair for the election of the new chair) will ask for a show of hands. If two or more nominations are received and duly proposed and seconded, there will be a secret ballot.

Should there be a tie in the number of votes, the election process would be adjourned until a future meeting.

Any governor not wishing to vote for any of the nominees may choose to abstain, but the total number of governors voting must at least equal the designated quorum of the Governing Body. In the event this figure is not reached, the election will be postponed until a future meeting.

There is no limit to the number of terms a governor can serve as chair, however this Governing Body will always be aware of the need to encourage members to share the workload and responsibilities of chairing.