

Parent Governor Election Procedure

Online Voting

A Microsoft Form survey will be circulated to all parents

Section 1 will ask for the parent's name, eldest child's name and year group. This information will only be used to verify eligibility to vote, it will be held in confidence and will not be viewed alongside voting information.

Section 2 will ask for the parents voting preference.

Only Ella Kimberley and Leah Laborero (as nominees of the Principal) will have access to the Microsoft Forms results. This will be held in strictest confidence and will not be shared.

Parents must also be offered the opportunity to submit a paper ballot – see instructions below

The day after the vote has closed:

While being observed by a Trustee.

The Principal's 1st nominee has access to a list of parents / carers eligible to vote.

The Principal's 1st nominee will download the information from the Microsoft Forms into Excel. The section 2 data will be immediately hidden so that each voter's preference cannot be seen.

The Principal's 1st nominee together with an assistant will then check the voter details for duplicates or ineligible voters against the list of all parents/ carers eligible to vote. Any duplicates will be deleted. Any questions around whether a vote is eligible will be decided by the Principal.

Duplicates with any paper votes will also be checked for.

When it has been confirmed that all voters are eligible all identification data will be deleted, and then the voting preferences will be unhidden.

The Principal's 2nd nominee will tally the eligible votes for each candidate in excel.

If no votes need to be removed the results can be read from the Microsoft Forms summary (which does not link a voters identity to their vote).

Paper votes

All parents must have the option of returning a paper ballot.

Parents may make a request for a paper ballot to admin@birchwoodhigh.org.uk. They will then be sent a ballot form and two envelopes together with instructions on how to vote.

The instructions will direct them to

Principal, Mr Sam Griffin
Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD
Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

- mark their ballot paper for their preferred candidate
- put the ballot paper into a blank envelope
- put the blank envelope into a second envelope
- on the second/outer envelope write their name, their eldest child's name and their eldest child's year group

The envelope should then be returned to the school reception by hand or by post. The school reception will pass the completed ballots to one of the Principal's nominees who will hold them securely.

The day after the vote has closed.

This process will also be observed by a Trustee to ensure confidentiality

The Principal's nominee will check the voter eligibility information and confirm no duplication with the online voters.

Any duplicate votes will be all be discarded.

Once eligibility to vote has been determined the inner, blank envelope will be removed and the outer envelope discarded.

The blank envelopes will be opened and votes tallied and added to the results of the online votes.

Communicating the votes

The parent body will be informed of the successful candidate within 7 days of the ballot closing.

On request, candidates will be informed of the number of votes cast and the total number of votes they received.

Total number of votes cast, any paper ballots and the anonymised votes from the online ballot will be kept until the successful candidate has been appointed.