

The Local Committee Staff Member Election Process (Rules and Procedures)

September 2026

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Note: Throughout this document, the term "staff" includes those employees on a permanent contract only, having successfully completed their probationary period.

A copy of this process will be made clearly available on the Trust website at all times.

General

1) A staff local committee member election has two stages:

Stage 1: Notice of Election

All staff are advised of the staff local committee member vacancy or vacancies and asked to nominate themselves for the position(s), should they wish, and provide a brief personal statement. If the number of candidates does not exceed the number of vacancies, there is no need for a ballot to take place and the candidate(s) can apply for the local committee role unopposed.

Stage 2: Notice of Ballot

If the number of candidates nominated exceeds the number of vacancies, a Notice of Ballot is sent to staff asking them to vote in a ballot. The Notice of Ballot will include the names and personal statements of all candidates.

2) The Trust will make every reasonable effort to fill staff local committee member vacancies through staff ballots.

3) In liaison with the Headteacher, the Head of Governance is responsible for supervising the whole election process and shall act as the Returning Officer.

4) The election will normally be held at any time a vacancy occurs or at any time as required.

5) Any staff member who is on a permanent contract and has successfully completed their probationary period on the first day of the election can stand for election and vote in the ballot. Throughout this document, the term "staff" only includes those employees on a permanent contract having successfully completed their probationary period.

6) The Trust will make every reasonable effort to give adequate notice to staff of how and when they can nominate themselves for election, and how and when they can vote in a ballot.

7) A person is disqualified from election or appointment as a staff local committee member if they do not meet the 'Eligibility - Qualifications and Disqualifications' criteria (see Appendix 1).

8) The term of office for a staff local committee member is 4 years. The period of office begins once an applicant has been appointed by the Trust Board.

Timeline for Staff Local Committee Member Elections

Approximate timeline (to be agreed between Headteacher and Head of Governance)

Stage 1

Day 1 Notice of Election (inc. call for nominations)

Day 8 Closing date for nominations

If there are more nominations than vacancies, go to Stage 2

Stage 2

Day 10 Notice of Ballot (inc. call for votes)

Day 20 Closing date for voting.

Day 25 Circulation of election results

(Not including Saturdays, Sundays and Bank Holidays and if possible avoiding school holidays)

Stage 1: Notice of Election

1) The Notice of Election, stating the number of vacancies and inviting nominations, will be emailed to staff at least 7 school days before the nomination closing date.

2) The Notice of Election will be given electronically (via email).

The email Notice of Election will include instructions on how to self-nominate using the online self-nomination form, brief details of the procedures, the timetable for the election, a copy of 'Eligibility – Disqualifications and Qualifications', and a hyperlink to find these Rules and Procedures on the Trust website.

Nominations for Election

1) Nominations are made online and need to be completed by the closing time and date stated in the Notice of Election. Late nominations will be excluded from the election. The Trust is partnering with Choice Voting, a specialist platform for school elections.

2) A proposer and a seconder are **not** required. A nomination must be completed by the candidate.

3) Nominations must include a brief personal statement of no more than 300 words, giving any relevant information as the candidate wishes. Candidates should be aware that personal statements are not confidential and will be visible to all staff in the event of a ballot.

4) The Trust may, at their absolute discretion, exclude material from a personal statement if they deem it inappropriate or for reasons of data protection or indeed exclude nominations.

Uncontested Election

If the number of candidate nominations does not exceed the number of vacancies, there is no need for a ballot to take place and the candidate(s) can apply for the role unopposed.

The staff body will be notified within one week.

Stage 2: Notice of Ballot (in the case of a contested election)

1) If the number of candidate nominations exceeds the number of vacancies, a Notice of Ballot will be sent to staff within one week of the closing date for nominations.

2) The Notice of Ballot will be sent electronically (via email).

The email Notice of Ballot will provide a hyperlink to Choice Voting online platform which will state the number of vacancies, the names and personal statements of the nominated candidates, the deadline for voting, brief details of the procedures, and provide a hyperlink to vote using the online voting form.

Issue of Ballot Papers and Voting

1) The preferred method of ballot will be online.

2) Each staff will be sent instructions with a link to the online voting form, using the staff work email addresses held by the school.

3) The names of the candidates will be clearly stated, in random order.

4) Staff will have an equal number of votes to vacancies i.e., one vacancy allows one vote and two vacancies allows two votes.

5) Each employee has one vote for each vacancy to be filled and no employee can cast more than one vote for any one candidate.

6) A period of not less than 5 school days will be allowed for the completion of online voting.

Secrecy of the Ballot

The Trust has chosen to partner with Choice Voting to ensure online voting is secure and anonymous.

Counting of Votes

1) The candidate(s) with the highest number(s) of votes will be declared to be elected i.e. the decision will be by a simple majority of the votes cast.

6) In the highly unlikely event of equality of votes, the headteacher, will decide the result.

Publication of the Results

1) At the earliest opportunity after the count, the Headteacher will inform the winning candidate(s), the losing candidate(s) and the chair of local committee.

2) The winning candidate(s) will then be required to complete a short personal statement to submit to the Board for appointment.

3) Upon receipt of a short personal statement and confirmation of references and enhanced DBS checks are in place, the candidate will be reviewed by the Trust Board for appointment.

5) Once appointed the results of the election will be shared via email to the staff body and on the school website.

Resignation and Termination of Office

Where a staff local committee member resigns during the term of office, an election will normally be held as soon as is reasonable.

Any local committee member elected to take the place of another local committee member who has resigned early is elected for a full term of office.

Publication of Rules

- 1) A copy of these Rules and Procedures will be published on the Trust website.
- 2) Staff will be informed in the Notice of Election where to find these Rules and Procedures.

Interpretation and Rulings

Any matter relating to the election of staff local committee members not covered in these procedures and rules will be decided by the Head of Governance with reference, to the Chair of the Trust Board. If there is a breach of these procedures and rules in conducting the election, the Head of Governance will decide, in conjunction with the Headteacher, if the overall integrity and fairness of the process is compromised and whether the result should stand.

Appendix 1: Eligibility - Qualifications and Disqualifications

Regulation requires that all local committee members have to be eligible and the criteria is listed below. You must read, understand and confirm your eligibility before becoming a local committee staff member.

Qualifications and disqualifications to serve as a Local Committee Staff Member:

- A person must be aged 18 or over at the date of their election or appointment.
- No current pupil of the school, or of any school in the Good Shepherd Trust, shall be a local committee member.
- A local committee member must not also be a clerk (local governance professional) to the local committee at which they are a local committee member.
- A staff member cannot stand for election if they are also a parent of a child on roll at the school
- A person cannot hold more than one local committee member post at the same school at the same time.
- A person shall be disqualified from holding office or continuing to hold office as a local committee member if:
 - ♦ s/he becomes incapable by reason of illness or injury of managing or administering his/her own affairs;
 - ♦ s/he is absent without the permission of the local committee from all their meetings held within a period of six months, and the Trust board resolve that his/her office be vacated;
 - ♦ s/he has been declared bankrupt and/or his estate has been seized from his/her possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
 - ♦ s/he is the subject of a bankruptcy restrictions order or an interim order;
 - ♦ s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
 - ♦ s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
 - ♦ s/he ceases to be a trustee/governor by virtue of any provision in the Companies Act 2006;
 - ♦ s/he is disqualified from acting as a trustee/governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
 - ♦ s/he is otherwise found to be unsuitable by the Secretary of State;
 - ♦ s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which (s)he was responsible; or to which (s)he was privy; or which (s)he, by his/her conduct, contributed to or facilitated;
 - ♦ s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
 - ♦ -s/he has not completed an enhanced Disclosure and Barring Service check (organised by the Trust shortly after someone joins as a local committee member.
 - ♦ s/he is subject to a performance management support plan