**RE: Notice of ballot for staff governor election**

Dear colleagues

The closing date for nominations for our staff governor vacancy passed on [insert date]. [Insert number of nominations received] nominations have been received and the local governing board is delighted by the response to the staff governor election.

**[Use if more nominations than vacancies]** Unfortunately, **there are only xx vacancies/there is only one vacancy** currently available, so a secret ballot must now take place. The candidate receiving the highest number of votes will be elected to the role of staff governor for a four-year term of office.

Each full or part-time member of staff employed by Diocese of Gloucester Academies Trust under a contract of employment to work at the school, but not supply teachers, are eligible to be elected and to vote in an election.

Each candidate has been asked to provide a statement of no more than a page of A4 in support of their nomination, which are included. Please remember that you are voting for the person that you consider has the skills and experience to undertake the role successfully – it does not matter if you do not personally know the candidate whom you consider would be the right staff member for the role.

Yours sincerely,

[Insert name]

[Insert role]

[**Note to school:** Please include a PDF copy of the submitted supporting statement from each candidate, organised in alphabetical order and as per the ballot paper. Do not transcribe handwritten submissions. **Remove this note prior to issuing this letter and attachments.]**

**Staff governor ballot paper**

To ensure a transparent and smooth election process please adhere to the following:

* Only mark one box
* Make your selection by marking the candidate of your choice with a ‘X’
* Only provide one vote =
* If your ballot paper is spoiled, please request another one from the school office.
* Submit your ballot paper to the returning officer, name and role via the ballot box in [insert location where ballot papers should be returned] by [insert time] on [insert date].

Ballot papers recording more than the required votes or marked in any other way will be invalid and not included in the final count.

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| --- | --- |
| **Candidates** | **Please mark vote with an ‘X’**. |
| Each candidate has confirmed they are aware of the reasons a person may not stand for election or appointment as a school governor and has confirmed they are eligible to stand for the role of staff governor.  Candidates have been ordered in alphabetical order. | |
| **Name of candidate:** |  |
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Ballot papers will be counted by the returning officer, in the presence of [insert name of witness to the ballot count] at [insert time] on [insert date]. Nominees are welcome to attend at this time to witness the count.