



**Head Teacher: Gillian Powe**  
Deputy Head Teacher: Joe Emissah

Dear Parents and Carers,

Thursday 4<sup>th</sup> May 2023

**Re: ELECTION OF PARENT GOVERNORS – MAY 2023**

Further to the recent letter about the election of Parent Governor, I am writing to tell you that I have received 5 nominations, all duly proposed and seconded, and it will therefore be necessary to hold an election by secret ballot.

For the first time we are holding the election online. Please see the link below to a Google Forms ballot. The ballot is open from today until **9am on Thursday 18<sup>th</sup> May 2023**. Full instructions are on the ballot. You will be asked to supply the e mail address that you have previously provided to the school.

[Parent Governor Election Ballot](#)

Should you be unable to access the online ballot, please ask for a numbered voting paper to be issued to you by the school office. A ballot box will be available by the school office from 08.30am to 4.00pm from Thursday 4<sup>th</sup> May 2023 to Thursday 18<sup>th</sup> May 2023 closing at 9am.

Votes will be counted by the Clerk to Governors on behalf of the Returning Officer in the presence of a witness and the candidates, if they wish, at 4.15pm on Thursday 18<sup>th</sup> May 2023 at the school. Candidates may attend the count via a Zoom link or may nominate a friend to attend the count in their place.

The result of the poll will be displayed in the school for the school week following the count.

A paper detailing the procedures adopted at present for the election of Parent Governors is available for inspection from the school secretary. Copies of this paper are also available from the Governor Development Service; Tel 0117 9031396

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Powe'.

Gillian Powe  
Head Teacher  
Returning Officer



## Online Governor Elections – FAQ

### What is the benefit of holding the election online?

An online election saves an enormous amount of work for the school's office team. It also saves an enormous amount of paper.

### Is this process anonymous?

No, it is not anonymous, but it is confidential between the person casting their vote and the Clerk to Governors who will be administering the online process. Neither the governors nor the candidates will be able to see which parent voted for which candidate. The clerk to governors must reconcile the e mail addresses supplied in the online ballot with those held by the school to ensure that all those who are voting in the election have the right to do so. The clerk will also check for any duplicate voting and remove those votes.

The Clerk will remove the e mail addresses from the ballot results before the votes are counted. This ensures that no one apart for the clerk can see which e mail addresses correspond to which votes.

### Is the process GDPR compliant?

Yes, the school has conducted a GDPR Risk Assessment. The Clerk has worked closely with the School's ICT Technician to ensure that the minimum of data is collected. The ballot will be stored, password protected, for a short period after the election and then destroyed.

### What happens if I cannot vote online?

You can ask for a hard copy of the ballot paper at the school office. The ballot will be numbered, and the office staff will need to note your name against that number so that the clerk can ensure there is no duplicate voting between online and hard copy votes.

