

Election/ Nominations to Schools' Forum

Primary, Secondary, PRU and Special Schools

The headteacher / senior member of staff representatives of LA maintained primary, secondary, PRU and special schools should be elected to the Forum as follows:

- A ballot paper is posted to each headteacher via the school with a return envelope provided. This is to prevent more than one ballot paper being returned from one source.
- These envelopes are held securely until the agreed date and then they are opened in the presence of the monitoring officer or their representative (each electorate is invited to send an observer).
- If an election results in a tie between one or more candidates, the local authority must appoint the school's member to the Schools' Forum.
- 1 PRU headteacher or senior member of staff is to be elected.
- 1 Special School headteacher or senior member of staff is to be elected.
- 1 secondary headteacher or senior member of staff is to be elected.
- 3 primary headteachers or senior members of staff are to be elected.
- The count is made and published electronically.
- Swindon Borough Council's Governor Services Team is to oversee and facilitate the elections.

Academies

Membership to the Forum is as follows:

- 3 secondary headteachers or senior members of staff (may include the UTC or a Free School).
- 3 primary headteachers or senior members of staff.
- The Academy Trusts must determine the nomination process by which Academy representatives and substitutes are nominated and elected to the Swindon Schools' Forum.
- The nomination process must be agreed and ratified by all the Academy Trusts of Academies within Swindon.
- If requested, the Local Authority may assist in the election process.

Governors

- A ballot paper is posted to each governor with a return envelope provided. This is to prevent more than one ballot paper being returned from one source.
- These envelopes are held securely until the agreed date and then they are opened in the presence of the monitoring officer or their representative (governors may observe).
- If an election results in a tie between one or more candidates, the local authority must appoint the governors' members to the Schools' Forum.
- 3 governors (1 primary, 1 special and 1 secondary).

- Swindon Borough Council's Governor Services Team is to oversee and facilitate the elections.

Period of Membership

Present members have been in situ for a number of years. Elections will refresh and confirm Forum membership and activate the revised Terms of Reference.

Dissemination of Information by Elected Schools' Forum members

It is incumbent of elected Schools' Forum members to disseminate information to relevant groups, sub-groups and individuals. This may be affected through a standing agenda item at SAPH, SASH and ASSSH meetings as well as through articles in the governors' newsletter.