



PARENT TRUSTEE ELECTIONS

December 2025



Document Control

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Executive responsible for review and update:	Director of Governance
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Document Change History

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Version	Section	Details of Change
December 2025	All	New document.



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1 Introduction

- 1.1 This document defines the terms of reference, agreed by the Trust Board, for the election of parent Trustees and applies to all parent Trustee elections in the Trust.
- 1.2 This document takes account of:
 - 1.2.1 the Articles of Association of the Trust (which are published on the Trust [website](#)); and
 - 1.2.2 guidance on holding parent Trustee elections from the National Governance Association.
- 1.3 The aim is to ensure elections are always conducted so as to be fair, transparent, accessible and informed.

2 Definitions

- 2.1 For the purposes of a parent Trustee election and this document:
 - 2.1.1 “parent” has the meaning given in the Trust’s Articles of Association and includes any person with parental responsibility or care for a pupil;
 - 2.1.2 “registered parent” is the parent of a registered pupil or pupils whose name is formally entered on the admissions register of a school within the Trust in accordance with the Education (Pupil Registration) (England) Regulations 2024;
 - 2.1.3 “registered pupil” is a child or young person whose name is formally entered on the admissions register of a school within the Trust in accordance with the Education (Pupil Registration) (England) Regulations 2024; and
 - 2.1.4 “parent Trustee” is a Trustee elected or appointed pursuant to Articles 53 to 56 of the Trust’s Articles of Association.

3 Eligibility to stand for election and to vote

- 3.1 To be eligible to apply and stand for election as a parent Trustee, a person:
 - 3.1.1 must be aged 18 or over and a parent of a registered pupil or pupils at one or more schools within the Trust at the time of election; and
 - 3.1.2 must not be disqualified under the Trust’s Articles of Association from serving as a Trustee.
- 3.2 In addition, if they are a person associated (within the meaning given in section 69(5) of the Local Government and Housing Act 1989) with any local authority by which the Trust is influenced, their election to office must be authorised by the local authority to which they are associated.
- 3.3 Each person who is a registered parent on the date the ballot opens will be entitled to vote in the election.



3.4 Any question as to the eligibility of an individual to stand for election or vote shall be referred to and determined by the Returning Officer, whose decision shall be final.

4 Number of parent Trustees and term of office

4.1 There are two parent Trustee positions reserved on the Trust Board.

4.2 Parent Trustees will serve a term of four years from the date of election unless they resign or become disqualified or cease to be a registered parent.

5 Returning Officer

The Director of Governance, unless another person is appointed by the Trust Board, shall act as the Returning Officer and shall organise the conduct of all parent Trustee elections.

6 Notifying parents and advertising the vacancy

6.1 A letter will be issued with a candidate application form to all registered parents via regular school communication channels advising them of the vacancy or vacancies, their right to apply to stand for election and to vote and the timetable for each stage of the election.

6.2 The letter will also explain the core functions of the Board, the responsibilities of a Trustee and the expectations the Board has of Trustees (for example in relation to attendance at meetings and professional development).

7 Application process

7.1 Each prospective candidate must complete and return a signed application form with the information requested by the published deadline for the return of applications.

7.2 At least 10 school days will be allowed from (and including) the date of dispatch of the letter for the return and receipt by the Trust of completed applications.

7.3 As part of the application process and before launch of the ballot:

- 7.3.1 applicants must confirm in writing they are not disqualified from serving as a Trustee;
- 7.3.2 applicants will be required to provide in a timely manner such information (including original documentation) and assistance as the Trust may request to enable the Trust to verify applicants are who they say they are and to carry out appropriate safeguarding checks;
- 7.3.3 applicants will meet with representatives of the Board's Nomination Committee. The purpose of this meeting is to:
 - (a) provide applicants the opportunity to deepen their understanding of the Trust, its vision and values and the responsibilities of a Trustee; and

- (b) enable the Nomination Committee to seek and receive assurance applicants demonstrate the qualities that support effective governance and collaborative decision-making as defined in the Confederation of School Trust's [Role Description: Trustee \(September 2024\)](#).

7.3.4 after the meeting, applicants must confirm in writing to the Returning Officer by the published deadline for withdrawal of applications whether they wish to stand for election. At least 2 school days will be allowed from (and including) the date of the meeting for the return and receipt of confirmations.

7.4 Failure by an applicant to follow all steps of the application process will invalidate their application and the applicant will cease to be entitled to stand in the election.

7.5 A candidate may withdraw their application at any time by notifying the Returning Officer before the published date for withdrawal of applications.

7.6 The Nomination Committee must be assured an applicant demonstrates the criteria set out in section 7.3.3(b) for an applicant to be eligible to proceed to the ballot.

8 Launching an election

- 8.1 An election will be launched only when a minimum of two eligible and willing applicants have been confirmed for each vacancy. No ballot shall be opened unless and until this condition is satisfied.
- 8.2 Where this threshold is not met, the Trust will continue to invite applications and may extend deadlines as necessary until the required number of eligible and willing applicants is secured.
- 8.3 If six months after the issue of the first letter to parents inviting applications this condition has not been satisfied, the Board may, upon the recommendation of the Nomination Committee, appoint a registered parent to fill the vacancy.

9 Voting

- 9.1 Each registered parent on the date the ballot opens will have one vote per vacancy regardless of the number of children they have who are registered pupils at a school within the Trust.
- 9.2 Proxy voting is not permitted.

10 Ballot

- 10.1 Ballots will be conducted via a secure online voting software platform (such as Choice Voting).
- 10.2 Parents will, however, be given the opportunity to vote by a paper ballot if they choose. If a parent chooses to vote by paper ballot it will be necessary for the Returning Officer to ensure that no parent receives more than one ballot paper and secrecy of their ballot is maintained. If a hard copy ballot paper is spoilt or lost, a duplicate may be issued by (and at the discretion of) the Returning Officer.



- 10.3 An election is not invalidated by an individual's failure to receive or return a ballot paper, either in hard copy or electronic format.

11 The Count

- 11.1 As soon as possible after the ballot has closed, the Returning Officer will arrange the count from the online results and completed hard copy ballots (if any).
- 11.2 The Returning Officer will decide which ballot papers (if any) are to be classed as "spoilt" before votes are counted.
- 11.3 The candidate(s) elected will be those gaining the highest number of votes on the "first past the post" system.
- 11.4 In the event of a tie or equality of votes, the candidate elected will be determined by the drawing of lots in the presence of two independent witnesses, selected by the Chair of Trustees.
- 11.5 The result of the election (including total number of ballots issued and votes cast for each candidate) will be announced by the Returning Officer within three school days of the close of the ballot to all registered parents via normal school channels of communication and the Trust website.
- 11.6 In case the election result is challenged, the results of the ballot shall be retained securely for two calendar months from the date the election result is declared or, if later, the conclusion of any inquiry into the election. The number of ballots issued, and the number returned at each election shall be recorded.

12 Election inquiry

If within two calendar months of the day on which the election result is declared, representations in writing are received by the Chair of Trustees alleging improper behaviour at an election or a non-compliance with the arrangements set out in this document, the Chair of Trustees shall appoint a person or persons (excluding any person involved in the election) to investigate such allegation, and, if necessary, to examine election papers and results.

13 Election campaigning and material

- 13.1 In fairness to all candidates, candidates must not undertake any form of election campaigning or seek to canvass support by providing additional information beyond their application form to the Trust.
- 13.2 Instead, candidates should direct any person (including external organisations and the media) who enquires or contacts them about their candidacy to the information published on the Trust website.