

**Election Process for the Appointment of School Members (Heads and Governors) for School Forum**

**Detailed Timetable**

To enable the appointments to be made the following process is proposed:

- 1 February 2009 - correspondence issued by Governors Team to schools and governors inviting nominations for the 22 Schools Forum (School Member) positions from May 2009. The correspondence will outline the role and responsibilities for schools forum members, the frequency of meetings, time and venue for meeting.
- Candidates should complete and return a nomination form to the Director of Children's Services by 13 February 2009.
- Ballot papers will be issued on 1 March 2009 to be returned by 12 March 2009. All currently serving headteachers and governors may stand in the election, which will be carried out by postal vote.
- The Director of Children's Services will be the returning officer; as delegated to the Governors Team.
- An officer from Democratic services will be invited to the ballot opening for scrutiny purposes.
- The 20 successful candidates for primary and secondary school headteachers and governors will be those by sector in each township with a simple majority of votes if the seat is contested.
- The 2 successful candidates for special school headteacher and governor will be those with a simple majority of votes if the seat is contested.
- The successfully elected School Member representatives will be advised by post by the Director of Children's Services (Governors Team) after 13 March 2009.
- All governors will be notified of the elected representatives via the Easter 2009 mailing letter.
- All headteachers will be notified of the elected representatives via an electronic mail from the Director of Children's Services before Easter break on 3 April 2009.
- A decision sheet will be prepared for submission to DPT on 7 April 2009 by the Governors Team to confirm the appointments made from 1 May 2009.
- Democratic services will be advised of the Schools Forum (School Member) appointments made in order that the representatives are invited to the 2 June 2009 meeting.
- If there are no successful nominations then a vacancy will be maintained until the next election process which will commence in February 2010.