



Principal: Jonathan Morris

office@mulberrysilverdale.org
www.mulberrysilverdale.org

Dear Colleague,

ELECTION OF STAFF GOVERNOR

I am writing to invite you to consider standing for election as a staff governor for this school or nominating another staff member to do so. I am the returning officer for the election and therefore will be responsible for the election arrangements. At Mulberry Silverdale Primary we have provision for one staff governor. They are elected to serve for a 4 year period, although they must leave office if they cease to be employed at the school.

The Local Governing Body, with the principal, has overall responsibility for the running of the school. The role of the Local Governing Body is a strategic one, its key functions are to:

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of challenge and support to the headteacher

All governors have the same roles and responsibilities; as a staff governor you would be a representative member of staff, not a staff representative.

If you would like to stand for election or nominate another member of staff, please complete the attached nomination form and give it to Jonathan Morris (Returning Officer) before Wednesday 17th June 2026. Self-nominations will be accepted, but if you are nominating another member of staff you should seek their prior consent.

Anyone standing for election is invited to provide, with their nomination a short personal statement (maximum 250 words) and a passport sized photo (optional). The statement should only include biographical information, your reasons for wanting to be a staff governor and the contribution you believe you can make to the Local Governing Body.

If the number of nominations is equal to or less than the number of vacancies, the nominees will be automatically elected as staff governors. If there are more nominees than vacancies, an election will be held and copies of the personal statements will be circulated to all members of staff. Ten school days will be allowed for the return of ballot papers. Each eligible member of staff will have one vote for each vacancy.

All full-time and part-time members of staff employed by the Local Governing Body under the contract of employment to work at the school, but not supply teachers, are eligible to be elected and to vote in an election.

I do hope you will consider standing as a governor yourself or nominating someone else. If you would like more information about being a school governor please let me know.

Yours sincerely,

Returning Officer

Can You Be Our Staff Governor?

The role of the Local Governing Body

Governors play a vital role in shaping the future of our school — from overseeing educational standards to ensuring school priorities are delivered effectively. Working together, governors support the school to help every pupil achieve their full potential.

Each school within the Mulberry Schools Trust network has a Local Governing Body (LGB), typically made up of 9–11 governors. Governors are expected to attend three meetings each year, held at the school and lasting no longer than 90 minutes.

The LGB's core responsibility is to monitor the implementation of the school's educational and financial plans. Its focus is on maintaining high standards, setting ambitious expectations, and promoting effective teaching and learning. While governors are not involved in the school's day-to-day management, the Principal provides the information needed for governors to make informed decisions and fulfil their responsibilities effectively.

The role of a Staff Governor

As a Staff Governor, you bring the valuable perspective of school staff to the governing body. Your role is to help ensure the school continues to provide the best possible education and environment for pupils and staff alike.

Staff Governors do not represent individual staff concerns or groups of colleagues; instead, they work collectively with fellow governors to make decisions in the best interests of the whole school community.

Staff Governors are elected for a four-year term. The role is voluntary, although reasonable expenses may be claimed in line with the Trust's expenses policy. New governors receive a structured induction, alongside ongoing information, guidance, and training. All governors are required to undergo an enhanced DBS check and must agree to adhere to the Mulberry governors' Code of Conduct.

What skills do I need?

This is a rewarding and challenging role that offers opportunities to develop new skills and build on existing experience. No specific qualifications or governance experience are required.

What matters most is:

- A commitment to the school and the wellbeing of its pupils
- A willingness to contribute and work collaboratively
- The time to prepare for meetings and engage with the role
- Confidence in reading and reviewing meeting documents in advance
- An ability to think strategically and objectively

The election process

All teaching and support staff employed at the school are eligible to stand for election and vote.

If you would like to become a Staff Governor, please complete the nomination form attached to this letter. Your personal statement is an important part of the process, as it helps colleagues make informed choices if a ballot is required.

We welcome nominations from both teaching and support staff, as both groups bring valuable perspectives and experience to the governing body.

Where there are more candidates than vacancies, an election will be held. Each eligible member of staff is entitled to one vote per vacancy.

As with all Mulberry governors, successful candidates are formally appointed by the Mulberry Schools Trust Governance Team.

Staff Governor: Role Description

Role of Governors

An effective Local Governing Body will:

- Monitor the implementation of the school development plan and school finances effectively
- Act as a constructive and supportive “critical friend” to the Principal
- Listen and respond to the views of stakeholders
- Develop a strong understanding of the school
- Make effective use of the skills and experience of all members

Governors support the Principal and staff while promoting the interests of the school and its pupils. Effective governance depends on asking thoughtful questions and seeking the information needed to make sound decisions.

All governors are expected to attend three LGB meetings each year. Some governors may also take on a “link governor” role, focusing on areas such as safeguarding, SEND provision, or school finances.

Expectations of Staff Governors

Staff Governors are expected to:

- Prepare for and attend LGB meetings
- Contribute to tasks and responsibilities within the LGB
- Take part in training and development opportunities
- Visit the school in their role as a governor

As a Staff Governor, you bring valuable first-hand insight into the day-to-day life of the school through your experience as a member of staff. While elected by staff, your responsibility is to maintain a strategic perspective and act in the interests of all pupils and the wider school community.

As a Staff Governor:

- You support the needs and success of all pupils, not individual staff interests
- Colleagues may approach you with concerns, but you should direct them to the appropriate school procedures rather than becoming personally involved
- You are not required to vote or express views based on pressure from colleagues
- Your role is to contribute strategically to school improvement
- Objectivity and confidentiality are essential

Staff Governors serve a four-year term. Governors may resign at any time by notifying the Clerk to the LGB.

Like all Mulberry governors, Staff Governors must support collective decisions made by the LGB and respect confidentiality, even where they may personally have disagreed with a decision.

Governors are also required to declare any conflicts of interest and may need to withdraw from discussions where impartiality could reasonably be questioned.

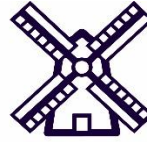
Qualifications and Disqualifications to Serve as a School Governor

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

No person who is a Local Authority Associated Person is eligible to be appointed to the office of governor unless his/her appointment to such office is authorised by the local authority to which he/she is associated.

A person is disqualified from holding or continuing to hold office as a governor if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody
- is included in the list of people considered by the Secretary of State as unsuitable to work with children
- is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002
- is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor
- has received a prison sentence of 2 ½ years or more in the 20 years becoming a governor
- has at any time received a prison sentence of 5 years or more
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor
- has refused a request by the clerk to governing body to make an application under section 113B of the Police Act 1997 for the criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months



NOMINATION FORM

Election of Staff Governors

Please pass your completed forms to Jonathan Morris (Returning Officer)

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated: _____

Signature of proposer (if different to nominee): _____

Name and address in BLOCK letters of proposer (if different to nominee):

Using a maximum of 250 words please set out overleaf information about yourself to go with the ballot papers.

Please note:

- i. A staff member may not propose more than one nominee
- ii. Any staff member in service at the school at the time of the election has the right to participate including (a) staff contracted to an Area but assigned to the school; (b) temporary (but not supply) teachers; and (c) peripatetic staff (on the understanding that they vote at the school which they spend most time).
- iii. For details of the disqualification rules please refer to the returning officer.