



## **STAFF Governor Election Process**

The elections for STEP Governors (Staff) will take place as the need arises, for example, if a STEP (Staff) Governor completes their four-year governorship, resigns, is no longer eligible or the composition of the Academy Committee changes.

The process will be conducted over a three-week period and will be overseen by the Head Teacher of each Academy, and administered by each Academy's Office Team.

### **Week One**

An advertisement for STEP Governors will be placed on each of the Academies' websites. Additionally, an invitation will be sent to all staff. Interested members of staff will be encouraged to collect an application pack from their Academy office and review the Job Description and Person Specification before making an appointment to discuss the role with the Head Teacher. (Candidates who are elected members of political parties are not eligible due to potential conflicts of interest).

### **Week Two**

Members of staff submit application for review. The brief statements covering why the member of staff feels they should be elected will be collated and sent to all staff along with a numbered ballot slip. Ballot slips are returned to each Academy office by the Friday of that week.

### **Week Three**

The ballot slips are counted and verified, with the candidate having the highest number of ballots being appointed.

### **Considerations**

If an Academy does not have a nomination, it is possible that a candidate from the pairing Academy will be appointed.

In the event of a tie, the Academy Committee will review the application and skills audits of the candidates and appoint on the basis of need.

The ballot will be considered valid if more than two ballot papers are received at each pairing Academy.

STEP Academy Trust is keen to ensure that all governors are committed to the role and are clear about the contribution they can make. When standing for election, members of staff are asked to complete a skills and knowledge audit and read the Person Specification before setting out why they want to be a STEP Governor and what skills and knowledge they can bring to the role.