

24th January 2020

Dear Parents/Carers

I am writing to let you know that there is to be an election of a parent governor. The Local Governing Body is to be made up of nine governors of which two are to be elected by the parents. With effect from 1st March 2020 there is one parent governor place to be filled.

The term 'parent' includes anyone who has custody of a child registered at the academy, as well as 'natural' parents. Parents can stand for election and vote in secret in the election, if a ballot is needed.

As well as parents, the Local Governing Body is made up of academy staff, the Head of Academy and Governors appointed by the rest of the Local Governing Body and Directors.

Parent governors have a four year term of office and continue to serve even if their child/ren leaves the academy during this period.

What do Governors Do?

The governors' work affects most aspects of the academy's work.

Once appointed or elected, all governors must operate in the best interest of students, not as representatives to lobby on behalf of their constituency. Their task is to govern the academy. This means focusing on the core functions of providing strategic leadership, holding the Head of Academy to account and making sure the academy's money is well spent. This is a demanding task for which all governors need to have, or develop, relevant and appropriate skills.

The governors, together as a body, have a range of legal responsibilities, so being a governor is an important commitment and new governors should be willing to attend training to help them learn what is entailed.

We are looking for a governor to fill one of the following skills gaps as identified by the Governing Body:

- Experience in finance
- Experience in education/higher education

What is the role of the Local Governing Body?

The Local Governing Body works on behalf of the Directors to hold the Head of Academy and staff to account. It is responsible for promoting high standards. The Local Governing Body aims to ensure that young people are attending a successful academy which provides them with a good education and supports their well-being.



The Local Governing Body:

Own and champion the strategic direction of the academy by:

- Understanding the policy framework for achieving the academy's aims and objectives
- Setting aspirational targets
- Agreeing the improvement plan and budget for approval by the Directors

Challenges and supports the school by monitoring, reviewing and evaluating:

- The implementation and effectiveness of the improvement plan and agreed policies
- Progress towards targets
- The budget and staffing structure

Ensures accountability by:

- Responding to Ofsted reports when necessary
- Holding the Head of Academy to account for the performance of the school
- Ensuring parents and pupils are involved, consulted and informed as appropriate
- Making information available to the community

Do parent governors have special responsibilities?

No. Parent Governors do not have "extra" duties. All governors are equally responsible and discharge their responsibilities as a body, not individually. The parent governors speak as parents: they can't speak for all parents.

Are there any restrictions which could disqualify parents from becoming parent governors?

Yes, but they are unlikely to apply to most parents considering becoming a parent governor. The restrictions are contained in the NSAT Governance Handbook, a copy of these are attached. Parents putting themselves forward for election will be required to sign a disqualification declaration form. If any of the restrictions apply you should not proceed with your nomination as a governor. Also, you are disqualified from election or appointment as a parent governor if you are an elected member of NSAT (or if you are paid to work at the academy for more than 500 hours in any twelve month period commencing on 1 August and finishing on 31 July).

Governors are subject to enhanced DBS checks and the elected parent will be provided, by the academy with the requisite information as to how to access the on-line application form to complete. Following this, the academy administrator or Head of Academy must be notified and the governor is required to take proof of identity (as detailed in the list of Valid Identity Documents) into the academy. The term of office of the successful candidate (s) can commence prior to a clear enhanced DBS being received by the academy. However, it is essential that whilst the check is being processed the academy should ensure that appropriate safeguarding procedures are adhered to.

It is recommended that you discuss this with me if you have any concerns over issues which may be highlighted by the Enhanced DBS as they may not exclude you from acting as a parent governor.

Can you be removed from office?

A person is disqualified from being a governor of a particular academy if they have failed to attend the meetings of the Local Governing Body of that academy for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the Local Governing Body.

The Local Governing Body may also remove an appointed or an elected parent governor. The code of conduct is expected to detail the circumstances in which the Local Governing Body may suspend or remove a governor.

Local Governing Bodies are expected only to exercise the power to remove an elected governor in exceptional circumstances where the actions or behaviour of the elected governor warrants removal rather than suspension.

How are parent governors elected?

Parent governors must be people (aged at least 18) who have a child(ren) at the academy when they are elected. Nomination forms are attached to this email. Each form must be signed by the candidate. Candidates can also make a short statement about themselves – a simple form for this purpose is also attached, together with the disqualification declaration. Paper copies of all these forms are available on request from the academy. Please return the forms to me as quickly as possible.

If more nominations are received than there are places to fill, there will be a secret ballot and I will send to each parent, ballot forms (1 per parent) and envelopes for their return. The form explains how votes may be cast.

If the number of nominations received is the same as the number of places to be filled, then those people will be declared elected. If there are fewer, those nominated will be declared elected and it will be for the Local Governing Body to fill any remaining vacancy by appointing a parent governor.

Result of the Election

The names of those elected will be displayed at the academy for at least seven days and will be included in the next edition of the academy prospectus or placed on the academy website.

Anyone having any query about the election is invited to contact me.

Yours faithfully



Mr M Turner
Head of Academy and Returning Officer

THE CLOSING DATE FOR THE NOMINATION IS: FRIDAY 7th FEBRUARY 2020.