

Ref. LSC/AC  
04 November 2019

Dear Parent/Carer

### **Election of a Parent Member to the Academy Council**

I write to invite you to stand for election as a Parent Member (Governor) of the Academy Council or nominate another parent to do so. In our academy we currently have one vacancy for a Parent Member.

The Academy Council, with the Principal, have overall responsibility for the running of the academy. The Academy Council has three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal to account for the educational performance of the academy and its students and;
- Overseeing the financial performance of the academy and making sure its money is well spent.

No special qualifications are needed. The most important thing is to have a keen interest in the academy and be prepared to play an active part in the Academy Council's work. However, we would particularly welcome nominations from parents/carers with the following skills; financial planning/management, procurement or links with local businesses and the community. Training is available for all Parent Members and this Academy Council has an expectation that those new to being a Parent Member will attend free induction training. The term of office for a Parent Member is two years.

The attached sheet summarises what the role entails as well as the circumstances under which someone cannot serve as a Parent Member. In addition, parents/carers who have paid employment in the academy for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents/carers with children at the academy on the day that nomination closes.

If you would like to stand for election or nominate another parent/carers, please complete the attached nomination form. Where nominating another parent/carers, their prior consent must be sought. The nomination form must bear the nominee's signature as acceptance of the nomination. All nominees should include a short personal statement in support of their nomination. This should be no longer than 250 words. Forms should be returned to Laura Schweinem, Principal's Office at the academy by 12noon on Friday, 08 November 2019.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents/carers together with details of the ballot procedure.

Yours faithfully

Miss Laura Schweinem  
**On behalf of the Academy Council**

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- Nomination Form
- Fact Sheet & Governor Regulations



**Academy Council of Outwood Academy City  
Parent Member of the Academy Council Nomination Form**

For self-nominations, complete SECTIONS 1, 2 and 3. Where you are nominating another parent/carer, firstly seek their consent. Once consent has been given, complete ALL SECTIONS; ensuring the nominee signs Section 3 signifying their acceptance of the nomination.

**Notes**

- 1 The Returning Officer shall be the Clerk to the Academy Council
- 2 The nomination of a Parent Member of the Academy Council will be exercised in accordance with the regulations laid down in the Code of Practice for the election of Parent Governors
- 3 The nomination form must be completed in full and returned to the Clerk to the Academy Council by 12noon on Monday, 08 November 2019

<b>Section 1 – Nominee’s Details</b>		
Full Name		
Home Address		
Contact Number		
Email Address		
1	Child’s Name	
	Child’s Date of Birth	
2	Child’s Name	
	Child’s Date of Birth	
3	Child’s Name	
	Child’s Date of Birth	

**Section 2 – Personal Statement (250 words maximum)**

Please explain why you are applying for the role of Parent Member of the Academy Council and the skills/experience you can bring to the Academy Council. Outline the connections or interests you have in Outwood Academy City and its local community.

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**Section 3 – Declaration**

I wish to submit my nomination for the election of Parent Member of the Academy Council.

I confirm

- i. that I am willing to stand as a candidate for election
- ii. that I am not disqualified from holding office for any of the reasons set out the in School Governance Regulations
- iii. I understand that the term of office for a Parent Member of the Academy Council is two years.

Nominee's Signature	
Date	

SECTIONS 4 and 5 should only be completed where you are nominating another parent/carer.

This section must be completed by the Proposer.

<b>Section 4 – Proposer’s Details</b>	
Full Name	
Home Address	
Child’s Name	
Child’s Year Group	
Proposer’s Signature	
Date	

This section must be completed by the Seconder.

<b>Section 5 – Seconder’s Details</b>	
Full Name	
Home Address	
Child’s Name	
Child’s Year Group	
Seconder’s Signature	
Date	

Completed nomination forms must be returned to the Academy for the attention of  
**Laura Schweinem**, Clerk to the Academy Council, by 12noon on **Friday, 08  
November 2019**

<b>Official Use</b>	
Date Received	



## **Outwood Grange Academies Trust Fact Sheet – Becoming a Parent Member of an Academy Council**

### **Background on the role**

Outwood Grange Academies Trust was established to advance education in the UK for the public benefit, in particular by establishing, maintaining, carrying on, managing and developing Outwood Grange Academy and Outwood Academy Adwick and any other academies subsequently added to our family of schools in pursuance of these aims. The Board of Directors is responsible for setting general policy, adopting an annual plan and budget, monitoring the Trust by the use of results and budgets and making major decisions about the direction of the Trust, capital expenditure and senior staff appointments.

The Board relies heavily on each academy's Academy Council as an advisory committee to ensure that it has all the information it needs to make key decisions. Certain statutory functions are dealt with at Academy Council level and the Board may also delegate certain decisions to an Academy Council where local decision making is required.

### **What is required of a Parent Member?**

Members of the Trust's Academy Councils have a key role to play in advising on many aspects of their academy including curriculum, staffing and finances. As a Parent Member you would provide a key link between the academy and parents. You would be expected to attend at least one meeting every six months, take an active interest in the academy and its students and help to positively promote the parental view at meetings.

You would be expected to support the Trust in achieving its objectives and would be required to comply with any rules and regulations made by the Board from time to time relating to the membership, constitution, terms of reference and proceedings of the Academy Council. By agreeing to be a Parent Member you would also be agreeing to keep confidential any information obtained in the course of being a Parent Member which is confidential in nature.

### **Restrictions on who can serve as a Parent Member**

To become a Parent Member of an academy's Academy Council you must be the parent/carer of a student registered at the academy at the time of appointment. No special qualifications are required, but you must be 18 or over on the date when you are elected or appointed. Enthusiasm, commitment and an interest in education are the most important qualities.

By becoming a Parent Member of an Academy Council you will be agreeing to:

- a) Support the Trust and its academies in achieving its objectives of advancing education in the United Kingdom for the public benefit.
- b) Help the Trust to maintain, carry on, manage and develop the academy.
- c) Comply with any rules and regulations made by the Board from time to time in respect of the Academy Council.

- d) Keep confidential any information obtained in the course of being a Parent Member which is confidential in nature.
- e) Be subject to the Trust's vetting procedures relating to members of the Academy Councils and acknowledge that this will involve an enhanced DBS (formerly CRB) check.

You may not stand or continue as a member of an Academy Council if you would, in doing so, breach the Trust's "Regulations Applying to Potential and Current Members of Academy Councils" (attached).

### **Duration of Office**

If elected as a Parent Member of an Academy Council, you would have a maximum term of office of two years, but may be required to retire from this role prior to the end of this two year period if:

- a) You breach any of the rules and regulations imposed by the Board of Directors.
- b) Your child ceases to be a registered student at the academy; or
- c) You cease to satisfy any of the above requirements.



## **Outwood Grange Academies Trust Regulations Applying to Potential and Current Members of an Academy Council**

By becoming a governor you agree to be bound by the rules and regulations made by the Board of Directors of Outwood Grange Academies Trust from time to time. Such rules and regulations will be notified to the Academy Council periodically.

The following rules apply in relation to general membership of the Academy Council. If, by virtue of these regulations, you are disqualified from becoming, or continuing to hold office as a governor, you are required to give written notice of that fact to the Clerk to the Academy Council immediately.

### **Disqualification from membership of Academy Councils**

A person is disqualified from becoming/continuing as a Member of an Academy Council if:

1. They are under 18 years old at the date of their election or appointment.
2. They are a student of Outwood Academy City or any Academy in our Family of Schools.
3. They are/become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.
4. They are absent without the permission of the Academy Council from all its meetings held within a period of six months and the Academy Council or the Board of Directors of Outwood Grange Academies Trust resolve that their office be vacated.
5. Their estate has been/becomes sequestrated and the sequestration has not been discharged, annulled or reduced; or they are the subject of a bankruptcy restrictions order or an interim order.
6. They are/become at any time subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
7. They are/become unable to be a director of a company by virtue of any provision in the Companies Act 1985 or the Companies Act 2006 or are disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993.
8. They have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct

or mismanagement in the administration of the charity for which they were responsible or which they were privy, or which they by their conduct contributed to or facilitated.

- 9.** They are included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or are disqualified from working with children under sections 28, 29, 29A and 29B of the Criminal Justice and Court Services Act 2000.
- 10.** They are a person in respect of whom a direction has been made under section 142 of the Education Act 2002.
- 11.** They have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
- 12.** They have not provided to the Chair of the Academy Council a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would, in the opinion of either the Chair of the Academy Council, the chair of the Board of Directors or the Chief Executive, confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

\* Please note that where reference in these Regulations is made to a piece of legislation or guidance such reference shall be deemed to refer to such legislation or guidance as amended or re-enacted from time to time.