

3 November 2023

Dear families

Parent Governor Vacancy

The Local Academy Council comprises of 9 people in all, with one of those 9 seats reserved for a parent of a student on role at The Academy of St Francis of Assisi at the time of the appointment. I am therefore writing to you to ask you to **nominate someone with parental responsibility** for a child at the school to serve on the Local Academy Council. If we receive two or more nominations, then a ballot will be held.

Before you decide to nominate someone, or yourself, you may want to know a bit more about what is involved. Members of the Local Academy Council need not be experts in the field of education. What they do need is an interest in the school, an interest in the welfare of the academy's children, and the time and willingness to get involved. Any particular skills they may have, such as legal or financial skills, can be very useful. Members of the Local Academy Council also need what are known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. If you feel you have the necessary skills and experience, I would strongly encourage you to please consider applying.

We expect members of the Local Academy Council to:

- attend and fully participate in the Council's six meetings a year (one every half-term);
- wherever possible, support school events such as Prizegiving, concerts, services *etc*, and
- commit to attend training to support them in their role.

In return, we commit to providing:

- a real opportunity to play an important role in supporting, shaping and influencing the work of the school;
- a structured induction;
- access to quality training; and
- informal feedback on your contribution to the governing body from time to time.

Some people may not be eligible to stand as a member of St Francis of Assisi's Local Academy Council. A full list of exclusions is given on the reply-slip below. In addition, because of the very high priority we attach to safeguarding, all members of the Local Academy Council are required to undergo an enhanced DBS check.

If you would like to find out more about how you can contribute to governance at our school, please do not hesitate to contact Mrs R Barrow (Office Manager) via the school office or email barrowr@asfa.allsaintsmat.org . If you feel you would like to put yourself forward for this important role, please complete the slip below and return it to barrowr@asfa.allsaintsmat.org at school by **Friday 10 November 2023**.

Yours faithfully,

Ms Jo Leech
Headteacher (part of the All Saints Multi-Academy Trust)

To: Mrs R Barrow (Office Manager) at **the Academy of St Francis of Assisi's** Local Academy Council

PARENT GOVERNOR ELECTION: NOMINATION FORM

This form should be returned to the Headteacher at the school by Thursday 9 November 2023.

Your name	
Your child's name	
Home address	
Phone number	
Email address	
Date of birth (for identification purposes)	
I wish to stand for election as the parent member of the Local Academy Council, and to be a candidate if an election is necessary.	
I confirm that I am eligible to serve as a school governor (and have completed a declaration form).	

There is currently one vacancy for a parent governor. If more than one parent/carer puts themselves forward, a ballot will be held. Please use this space for a brief (250 words maximum) personal statement to support your nomination. This will be shared with the 'electorate' in the event of an election. Please use the space below to give your address.

PARENT GOVERNOR: SELF DECLARATION FORM

Please answer each question by ticking in the relevant column on the right-hand side

	YES	NO
I am the parent/carer of a child currently attending school (please state your child's name):		
Are you aged 18 or over at the date of this election or appointment?		
Have you been disqualified as a governor at this school for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? Note: This does not apply to Headteachers		
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?		
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?		
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?		
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?		
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?		
Are you the subject of a bankruptcy restrictions order or an interim order?		
Are you included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?		
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?		
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?		
Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?		
Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?		
Have you been convicted of any offence which falls under section 72 of the Charities Act 1993?		
Have you ceased to be a Governor at another school by virtue of any provision in the Companies Act 2006?		
Have you 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?		
Are you employed to work at the school or on a contract for services at the school and work for more than 500 hours a year?		
If elected, immediately upon my election I am willing to undergo an enhanced-disclosure DBS clearance procedure, and I understand that my appointment will not be confirmed until a satisfactory clearance has been obtained.		

I declare that I am not disqualified from serving as a school governor.

Signature _____ Date _____

Name (BLOCK CAPITALS): _____