

9<sup>th</sup> January 2017

To all parents/carers of students at Outwood Academy Adwick

Dear Parent/Carer

**Nominations for Parent Member of the Academy Council (former Governing Body)**

The Academy is seeking nominations for a Parent Member to sit on the Academy Council of Outwood Academy Adwick and Outwood Academy Danum. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to the Academy no later than Wednesday 24<sup>th</sup> January 2018.

If on the closure for nominations there are more than two nominees, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by post/via students and also placed on the Academy's website. A text message will be sent alerting parents/carers of this. Voting papers will be distributed in the same manner to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, this should be included with your nomination form.

Please find attached to this letter a fact sheet – Becoming a Parent Member of an Academy Council; Regulations Applying to Potential and Current Members of Academy Councils; and the Code of Practice for the Election of a Parent Member of the Academy Council.

Please also note the attached Academy Council Pre-Appointment Declaration form. It is not necessary to complete this form, only if elected; it is provided at this stage solely to inform you of the full election procedure.

If you have any queries regarding the election process or the role of a Parent Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council, Mrs D Hanks, [d.hanks@adwick.outwood.com](mailto:d.hanks@adwick.outwood.com)

Yours faithfully



**John Mounsey**

Chair of Outwood Academy Adwick and Outwood Academy Danum Academy Council

## Outwood Grange Academies Trust

### Fact Sheet – Becoming a Parent Member of an Academy Council

#### **1. 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.

#### **2. 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.

#### **3. 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 pupil 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's Governing Body 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 check (formally 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" (current copy attached).

#### **4. Duration of Office**

If elected as a Parent Member of a 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.

## **CODE OF PRACTICE FOR THE ELECTION OF A PARENT MEMBER OF THE ACADEMY COUNCIL**

- 1 A Parent Member of the Academy Council shall be parents/guardians/carers of registered students at the Academy at the time of nomination of candidates for election.
- 2 A parent is disqualified from election as a Parent Member of the Academy Council if he/she is:
  - a Doncaster Metropolitan Borough Councillor;
  - paid to work at the Academy for more than 500 hours in any consecutive twelve month period.
- 3 Parents/legal guardians/carers of registered students shall be entitled to vote.
- 4 Information about the submission of nominations, election procedures and eligibility to vote shall be forwarded to all parents/legal guardians/carers by post/via students and also placed on the Academy's website. A text message will be sent alerting parents/carers of this.
- 5 The Returning Officer shall be an Officer from the Academy.
- 6 Nominations shall be sent to the Returning Officer or to the Academy by a specified date and shall include the name of the nominee and the proposer and seconder, all of whom shall be parents/legal guardians/carers of registered students. Self nomination shall not be permitted. The person nominated shall signify in writing his/her acceptance of the nomination.
- 7 If on the closure for nominations there are more nominations than vacancies, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by post/via students and voting papers will be distributed to all parents/legal guardians/carers entitled to vote.
- 8 Voting shall be by secret ballot and each candidate will be invited to submit a statement of 200 words which will be circulated on his/her behalf with the ballot paper. **Please see statement below\***.
- 9 The ballot paper will include the candidate's name and the number and age of their children in the Academy.
- 10 Ballot papers will be required to be returned to the Academy in a prescribed manner by a specified date. The ballot papers will be counted at the Academy by Officers from the Academy. Should you wish to attend the count please contact the Principal who will advise you of the date and approximate time of the count.
- 11 The Returning Officer shall arrange for the election results to be posted in the Academy's reception.
- 12 The Academy's procedures for the appointment of members of the Academy Council requires that a check is made with the Independent Safeguarding Authority to confirm that a successful candidate is not prohibited in some way from working with children.

**\*I am prepared to provide a statement of up to 200 words in support of my nominations, which is enclosed, and which will be circulated with the ballot paper.**

**Signature of Nominee** \_\_\_\_\_

**OUTWOOD ACADEMY ADWICK LOCAL ACADEMY COUNCIL  
NOMINATION PAPER FOR THE ELECTION OF A PARENT MEMBER OF THE  
ACADEMY COUNCIL**

**Please complete Sections 1, 2 and 3 in BLOCK CAPITALS**

Name of Nominee (in full) (Mr/Mrs/Ms) \_\_\_\_\_  
(BLOCK LETTERS)

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name(s) of Student(s) (in full): \_\_\_\_\_ Date of Birth of Student(s): \_\_\_\_\_  
\_\_\_\_\_

Name of Proposer (in full) (Mr/Mrs/Ms): \_\_\_\_\_ Name of Student (in full): \_\_\_\_\_

Name of Seconder (in full) (Mr/Mrs/Ms): \_\_\_\_\_ Name of Student (in full): \_\_\_\_\_

**NOTES:**

- 1 The Returning Officer shall be an Officer from the Academy.
- 2 The nomination of a parent must be exercised in accordance with the regulations in the Code of Practice for the election of Parent Members of the Academy Council.
- 3 The Nomination Paper must be completed in full and returned to the Academy no later than **Wednesday 24<sup>th</sup> January 2018.**
- 4 A nomination must include the names of the nominee, proposer and seconder, all of whom must sign the nomination form.
- 5 The relevant School Government Regulations prescribe the circumstances and cases in which a person is to be disqualified from holding or continuing to hold office as a Member of an Academy Council of an Academy. Should you wish to clarify your position before submitting your nomination, please contact the Clerk to the Academy Council, Diane Hanks, [d.hanks@adwick.outwood.com](mailto:d.hanks@adwick.outwood.com).
- 6 **It should be noted that if you intend to submit a statement, of not more than 200 words, in support of your nomination, this should be submitted with your nomination form.**

**Signature of Nominee:** \_\_\_\_\_  
(in acceptance of the nomination)

**Signature of Proposer:** \_\_\_\_\_

**Signature of Seconder:** \_\_\_\_\_

DATE RECEIVED IN ACADEMY: