

5 February 2020

To all Parents/Carers of students at Outwood Academy Adwick

Dear Parent/Carer

Nominations for Parent/Carer Member of the Academy Council

The Academy is seeking nominations for one Parent/Carer Member to sit on the Academy Council of Outwood Academy Adwick. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to Sarah Owen at the Academy no later than Friday 28 February 2020 (s.owen@adwick.outwood.com).

If on the closure for nominations there is more than one nominee, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed 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/Carer 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/Carer Member of the Academy Council.

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council, Sarah Owen.

Yours faithfully



Mr A Scruby
Principal

**OUTWOOD ACADEMY ADWICK
NOMINATION PAPER FOR THE ELECTION OF A PARENT/CARER 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 Secunder (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/carer must be exercised in accordance with the regulations in the Code of Practice for the election of Parent/Carer Members of the Academy Council.
- 3 The Nomination Paper must be completed in full and returned to Sarah Owen at the Academy
- 4 A nomination must include the names of the nominee, proposer and secunder, 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, Sarah Owen on email address s.owen@adwick.outwood.com
- 5 **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 Secunder: _____

DATE RECEIVED IN ACADEMY:

Outwood Grange Academies Trust

Fact Sheet – Becoming a Parent/Carer 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 all other academies in 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 Local 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/Carer 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/Carer Member you would provide a key link between the Academy and parents/carers. 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/Carer Member you would also be agreeing to keep confidential any information obtained in the course of being a Parent/Carer Member which is confidential in nature.

3. Restrictions on who can serve as a Parent/Carer Member

To become a Parent/Carer Member of an 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/Carer 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/Carer 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.

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/Carer 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.