

27<sup>th</sup> September 2018

Dear Parent/Carer

**Academy Council of Outwood Academy Easingwold  
Parent Governor Election - Nominations**

I am writing to let you know that we currently have a vacancy for a parent governor to serve on the Academy Council.

Becoming a governor is very rewarding and worthwhile experience. Effective governors do not need educational expertise but do need to be committed to the academy, willing to ask questions and offer appropriate challenge and support.

They also need to be able to work as an enthusiastic member of the academy council team with the aim of raising and maintaining high educational standards for all children. Governors are asked to act with integrity, honesty and objectivity and act at all times in the best interests of the academy.

Governors also have a number of opportunities to access training or development to develop and enhance their knowledge and skills.

It is important to note that governors are elected or appointed to bring the experience of that individual as a member of the academy council. Once elected, parent governors are a representative parent but not a delegate. This means they are not expected to report back to parents on any matters relating to the academy or academy council without prior consent from the academy council.

You will be expected to, undergo a Disclosure and Barring Service (DBS) check, sign a governors' Code of Conduct and have:

- a strong commitment to the role and improving outcomes for children
- the inquisitiveness to question and analyse;
- the willingness to learn;
- good inter-personal and communication skills; and
- sufficient numeracy skills to understand basic data.

The Academy Council welcomes nominations from individuals with any of the following skills or experience:

- governance experience
- data analysis
- local community knowledge
- community services
- premises & buildings management

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

- commercial
- special needs awareness
- health and safety
- leadership and management

Further information about the commitment and role of a governor can be gained by visiting the academy website and viewing the Academy Council Terms of Reference.

I am therefore inviting you to consider standing in the election to become a parent governor. Before completing the attached nomination form, please remember that:

- (a) a person nominated must be a parent/carer of a pupil registered at the academy;
- (b) a person nominated must sign the form to show that he/she is willing to be a governor;
- (c) a parent/carer cannot stand for election if they work at the academy for more than 500 hours in a twelve month period or if they are an elected member of the local authority;
- (d) a person nominated should read the enclosed disqualification criteria and sign to say that they are not disqualified from being a governor;
- (e) every eligible parent is entitled to vote in a ballot process;
- (f) the term of office for a parent governor shall be 2 Years;
- (g) all nominations must be returned to the school by **12noon on Friday 5<sup>th</sup> October 2018**

Following receipt of all nominations by the stated closing date and time, if there are the same numbers of nominations as positions available, those parents will be duly elected. If however there are more nominations than positions available, a secret ballot will be held. Therefore all nominees are asked to provide a personal statement about themselves to assist with the voting process.

All newly elected and re-elected governors must complete a declaration of eligibility form to certify that they are not disqualified from being a governor. To ensure from the outset that candidates are eligible, the person nominated is asked to read and sign a pre-appointment declaration of eligibility form.

If you are considering standing in the election and would like some further information (on the work involved in being a Governor, for example) please do not hesitate to contact me.

Yours faithfully



Mr W Pratt  
Associate Principal

**NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR**

Name of person nominated: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am the parent/carer of a child at the Academy and I am willing to serve as a Governor if elected.

I understand the commitment involved and will endeavour to attend training to assist me in the role.

I have read the Disqualification Criteria and can confirm that to the best of my knowledge I am not disqualified from election as a governor.

Signature of nominee: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL STATEMENT**

My skills and experience: *(up to 100 words)*

My contribution to the Academy Council will be: *(up to 100 words)*



**PLEASE RETURN THIS COMPLETED FORM TO THE PRINCIPAL BEFORE  
12 NOON ON FRIDAY 5<sup>th</sup> OCTOBER 2018**

**Disqualification criteria**

*(A copy of these criteria should accompany the letter to parents informing them of the vacancy.)*

A person is disqualified from holding or from continuing to hold office as a governor if he or she:

- fails to attend the academy council meetings – without the consent of the academy council – for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio governors);
- is subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is subject to:
  - I. a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
  - II. a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
  - III. a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - IV. an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
- has been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;

- has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a governor or since becoming a governor;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a governor;
- has at any time received a prison sentence of five years or more;
- has been fined or banned under Section 547 for causing a nuisance or disturbance on academy premises during the five years prior to or since appointment or election as a governor;
- Is part of a campaign, including on Social Media, that is in conflict with the academy or the academy trust;
- refuses to allow an application to the Disclosure and Barring Service (DBS) for a DBS check.