

November 2019

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Dear Parent / Carer,

The Uffculme Academy Trust currently has a vacancy for two parent governors on the Holyrood Academy Local Governance Committee (LGC). As a parent / carer of a student attending our Academy, we would like to invite you to put your name forward for consideration.

Parent Governor

This is a parent/ carer of a student attending the Academy and who is elected by the parents/carers of that Academy to give a parental perspective in discussions and decisions. In addition, it would be expected that Parent Governors bring a range of skills that will help them to contribute effectively to the work of the Board.

The procedure for recruiting a Parent Governor is as follows:

- A letter is sent inviting nominations from parents / carers of a student attending the Academy.
- Candidates submit a brief (100 word max.) summary, and details of your knowledge and experience in areas that can contribute to effective governance, outlining your suitability for the role, which is distributed to all parents/carers in the Academy with the intention of helping parents/carers to make an informed choice when voting
- All parents/carers will be invited to cast a vote in a secret ballot to decide whether a candidate is suitable for the role, or where there is more than one candidate, the person in their opinion that is most suitable candidate for the role.

The role of Governor

There are three main functions of a governor –

1. Making sure there is clarity in the vision and ethos of the Academy and its strategic direction;
2. Holding the Academy to account for the educational performance of the students and the performance management of the staff; and
3. Making sure that the Academy spends its money effectively.

The role of a governor will be –

- A thinking and questioning role not a *doing* role - the Headteacher and staff are employed to do that.
- Required to get to know the Academy by knowing its strengths and weaknesses.
- Expected to commit to time consuming but rewarding work required to undertake the role

Address

**Zembard Lane
Chard, Somerset
TA20 1JL**

Contact

**Tel: 01460 260100
Fax: 01460 260149**

Email

**sch.517@educ.
somerset.gov.uk**

Web

**www.holyrood
academy.com**

CEO / Acting Headteacher

Lorraine Heath
B.Ed, OBE

Senior Deputy Head

Sam Davison
BA Hons, MA

Deputy Head

Claire Berry
BA Hons

Deputy Head

Dave MacCormick
B.Sc Hons, M.Ed, MRes

Director of Finance

Tina Coles
DSBM

- To always act in the best interests of **all** of the students in the Academy to better their outcomes
- Although elected by one particular body associated with the Academy, the Parent Governor is not on the LGC to vote on behalf of the parent body. The Parent Governor is an equal member of the LGC and as such should fulfil all role descriptors as detailed.

The expectations of governors have increased and it is important to understand that, in order to contribute effectively, all governors will be expected to:

- Be committed to upholding the values and ethos of the Academy;
- Attend & contribute to meetings;
- To visit the Academy throughout the year in line with the visits schedule linked to driving forward improvements in the Academy;
- Analyse information, make observations and be proactive in seeking ways in which the Academy could further enhance outcomes for all students;
- Engage in constructive discussions that will involve questioning and challenging points of view;
- Review and agree policies & guidance, ensuring that the Academy is working effectively within legal frameworks.

The list is probably longer, but does give a flavour of the demands the Local Governance Committee will face.

So why do people do it?

This is a question often asked; here are a few of the reasons:

- No single governor is expected to know everything about education and the law, finance and strategic planning – they are part of a corporate body who have the combined experience, knowledge, skills and commitment to work together to meet these demands effectively,
- It is a great chance to give something back to the Academy and to take an active role in shaping its future and bettering the outcomes for all the students within the Academy,
- Governors are privileged to be able to see at first hand the impact of the hard work that they put into the strategic planning of the Academy.

If you are interested in becoming a parent governor for your Academy, please complete the attached form and return to the Clerk to the Governors, Paula Gibson, no later than Friday 22nd November 2019.

Yours sincerely,

Paula Gibson
Clerk to Holyrood Academy, Local Governance Committee

Holyrood Academy- Parent Governor Nomination Form

I,(full name in block capitals) wish to stand for election as a parent governor at Holyrood Academy

Basic Information:	
Title:	Occupation:
Full Name:	Date of Birth:
Contact Details:	
Address:	Tel No:
	Mobile No:
	Email:
Post Code:	
Childs Details:	
Name:	Year Group:

More About You:
Do you consider yourself to have a longstanding illness, or disability, that affects your daily activities or the work that you do? Yes / No (please include details)
Ethnic Background:

Please summarise (in no more than 100 words) your suitability for the role and why you wish to become a parent governor and on the following page your skills, experience and knowledge:

Cont:/

Please give details of your experience and knowledge in the following areas that will contribute to effective governance, if you have none in a particular area please indicate as these are not essential for you to be elected as a parent trustee, but useful to the board in utilising your skills and knowledge effectively should you be successful:

Area	Experience Y / N	Area	Experience Y / N
Medical		Equalities and Diversities	
Health and safety		Law / Regulations	
Education		Information technology	
SEND (Special Educational Needs and Disability)		Project Management and Organisational Skills	
Finance		Human Resources	
Marketing and Public relations		Links with/ knowledge of the local community	

Please provide an explanation as appropriate:

Declaration and Submission:

I confirm that I have read the Qualification and Disqualifications disclaimer, and that I am not disqualified from serving as a school governor, and that this form can be recorded and used by Somerset Governor Services and Uffculme Academy Trust in accordance with the Data Protection Act.

Declaration Confirmation: Yes / No

Clerk / Chair of Governing Body Declaration:

Date Governor was elected or appointed by the Board of Trustees:

Confirmation by Clerk: Yes / No

Confirmation by Chair: Yes / No

Print Names:

Please return the completed application

Via Post to –

Clerk to the Governing Body

Holyrood Academy, Zembard Lane, Chard, TA20 1JL

Via Email to –

Sch.517@educ.somerset.gov.uk

Qualification and Disqualification Disclaimer

Please read all of the points on the form to ensure that you are not disqualified from serving as a school governor:

- **I am** aged 18 or over at the date of this election or appointment;
- **I do not** already hold a governorship of the same school; (unless renewing a current position)
- **I am not** subject to a bankruptcy restrictions order or an interim bankruptcy restrictions order; a debt relief restrictions order or an interim debt relief restrictions order;
- **I have not** had my estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- **I am not** subject to a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under and a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; an order made under section 492 (2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- **I have not** been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners of 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;
- **I am not** included in the list of people considered by the Secretary of State as unsuitable to work with children;
- **I am not** disqualified from working with children or subject to a direction under section 142 of the Education Act 2002; or disqualified from registration for childminding or providing day care; or disqualified from registration under Part 3 of the Childcare Act 2006;
- **I have not** received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor;
- **I have not** received a prison sentence of 2.5 years or more in the 20 years before becoming a governor; or at any time received a prison sentence of 5 years or more;
- **I have not** been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- **I will not** refuse an application being made to the Criminal Records Bureau for a criminal records certificate.