



**BIRKLANDS**  
PRIMARY SCHOOL

27<sup>th</sup> September 2023

Dear Parent/Carer,

### **PARENT LOCAL GOVERNING COMMITTEE MEMBER ELECTION**

I am writing to you to invite you to stand for election as a parent local governing committee member, or nominate another parent to do so. In our school we have provision for 2 parent local governing committee member (s) and there are currently 2 vacancies.

The local governing body, with the Headteacher, has overall responsibility for the running of the school. The board of governors have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Head of School/Headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

The local governing committee is delegated certain functions by the Nova Education Trust Board of Directors and these responsibilities are outlined in the trust Governance Scheme of Delegation & Structure available for download at:  
<http://www.novaeducationtrust.net/documents.php>.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing committee's work. However, we would particularly welcome nominations from parents with the following skills:

- Finance/accounting
- Primary curriculum

Training is available for all local governors and this board of governors has an expectation that those new to being a local governing committee member, attend induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy/one of the academies in the trust.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than 9<sup>th</sup> October 2023. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

Mr A Street  
Chair of Governors

## Nomination Form

### Election of parent local governing committee member

Please enter in BLOCK LETTERS, the name and address of the person being nominated for election:

Name:

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Address:

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

Signature of proposer (if different to nominee) \_\_\_\_\_

Name and address of proposer (if different to nominee):

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Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent local governing committee member.

I confirm (i) that I am willing to stand as a candidate for election as a parent local governing committee member and (ii) that I am not disqualified from holding office for any of the reasons set out in the articles of association.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Completed nomination forms must be returned to the school by 9<sup>th</sup> October 2023.**

## Qualifications and disqualifications to serve as an academy governor

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, 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 except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.