



5<sup>th</sup> November, 2015

Dear Parent/Carer,

## **PARENT REPRESENTATIVES**

There are currently two vacancies for parent representatives on the Local Advisory Body of Lynch Hill Enterprise Academy and you are invited to stand for nomination as a parent representative, or nominate another parent to do so.

The trustees of the Learning Alliance Academy Trust form the governing body, and have overall responsibility for core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the 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 Advisory Body is focused on the day to day life of the Academy and is there to ensure the staff working in the Academy are supported and challenged when necessary, and the needs of the students are met. The School Advisory Body is responsible for all engagement with parents and the wider community.

The role of those serving on the School Advisory Body is important, fulfilling the Trust's mission and providing feedback to the Trustees of the Trust. Those serving on the School Advisory Body must act independently and in the best interest of the Academy and the Trust, whilst recognising that the Academy is part of a family of schools run by the Trust. Parent Representatives serving on the School Advisory Body are expected to:

- work as a team;
- prepare for and attend meetings, being ready to contribute to discussions and commit to agreed actions;
- be respectful of the views of others and to be open to new ideas and thoughts;
- treat all confidential information confidentially;
- understand the policies and procedures of the Trust and how these are flowed down to the Academy;
- support the Trust in public and act as an ambassador of the Trust and the Academy;
- commit to training and skills development
- be ready to ask questions;

- be focussed on problem solving and be ready to learn from past experiences.

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 Advisory Body's work. However, we would particularly welcome nominations from parents with the following skills:

- a commitment to improving education for ALL pupils
- an ability to work in a professional manor and as part of a team and take collective responsibility for decisions
- a willingness to learn
- a commitment to the school's vision and ethos
- basic numeracy and literacy skills
- basic IT skills (i.e word processing and email)
- an ability to interpret data.

Training will be provided for all representatives and the advisory body has an expectation that those new to the role will attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a representative. In addition, parents/carers who have paid employment in the school or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for appointment, or nominate someone else please complete the enclosed nomination form and return it to the school no later than Thursday 19<sup>th</sup> November, 2015. Please 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.

Should there be more nominations than vacancies then a ballot of all parents/carers will be held.

Yours sincerely,

G Coffey, OBE  
Executive Headteacher



LYNCH HILL ENTERPRISE ACADEMY

**Nomination Form**

Election of parent representatives

Please enter IN BLOCK LETTERS the name and address of the person being nominated for appointment:

Name:

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Address:

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E-mail address

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Phone No.

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Signature of person nominated:

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Signature of proposer (if different to nominee):

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Name and address in BLOCK letters 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 representative. I confirm (i) that I am willing to stand as a candidate for election as a parent representative and (that I am not disqualified from holding office for any of the reasons set out in the School Governance Regulations.

Signature\_\_\_\_\_ Date\_\_\_\_\_

**Completed nomination forms must be returned to the school office by 19<sup>th</sup> November 2015.**

## **Qualifications and disqualifications to serve as a school representative**

A representative must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

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

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to:
  - a disqualification order or disqualification undertaking under the Company Directors Act 1986
  - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
  - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
  - 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 an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned 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 working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding 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 3 months (without the option of a fine) in the 5 years before or since becoming a representative;
- has received a prison sentence of 2½ years or more in the 20 years before becoming a representative;
- has at any time received a prison sentence of 5 years or more;
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a representative;
- is employed at the school if wishing to stand for parent representative at the same school;
- is an elected member of the Local Authority
- has refused a request by the clerk to the Trustees to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a representative of this school due to failure to attend local advisory body meetings for a continuous period of six months