



Queen
Elizabeth's
— ACADEMY —

150 Chesterfield Road South | Mansfield | Nottinghamshire | NG19 7AP

Phone: 01623 623559

Email: info@queenelizabeths-ac.org.uk

www.queenelizabeths-ac.org.uk

2nd November 2020

To the parents/carers of students at Queen Elizabeth's Academy

Dear Parent/Carer,

Parent Governor Election

The Academy Board has a vacancy for a parent committee governor and is looking for parents who are interested in this role and who have children at the Academy. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent, please contact me for further advice.

As a Committee governor, you will normally hold office for a period of 4 years, even if your child leaves the Academy during this time. You can, however, resign from the Academy board at any time.

The Academy board is responsible for both the conduct of the Academy and for promoting high standards. The Academy board carries out its role by setting the vision and strategic direction for the Academy and then ensuring that the Academy works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the Academy and its community, by both supporting and constructively challenging the Academy, and by ensuring accountability and compliance.

Academy boards are responsible for a wide range of matters which come under three core functions:

- Setting the vision and strategic direction of the Academy;
- Holding the Principal to account for its educational performance; and
- Ensuring financial resources are well spent.

They do not get involved in the operational day-to-day running of the school.

Governors need not be experts in the field of education. What they do need is an interest in the Academy, the local community and in the welfare of our children, as well as the time (preferably daytime as well as early evenings) and willingness to get involved. Governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All Governors are expected to be able to read straightforward budget reports and data on Academy/School standards.

Our Academy Committee expects members to:

- attend all meetings of the full Academy Board throughout the academic year [*meetings may be during the school day or in the evenings]
- visit the Academy formally for monitoring purposes as per the terms of reference
- visit the Academy informally for open and presentation evenings, etc
- commit to attend training courses, perform additional research as required and take part in monitoring areas within the Academy

In return, our Academy Board commits to:

- provide you with a structured induction.
- provide access to quality training.
- provide you with an experienced governor as mentor.
- support you in your duties.

All new and re-appointed Academy governors are required to complete a declaration of eligibility form and we will make a Disclosure and Barring Service referral.

In accordance with the Academy Governance (Constitution) (England) Regulations 2007 and 2012, an elected member of the Local Authority (LA) or Academy staff who are paid to work at the Academy for more than 500 hours in any consecutive twelve month period are **not** eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the Academy and can be governors at another Academy.

If you would like to be nominated as a parent governor, you need to:

1. Check that you are eligible by reading the enclosed eligibility criteria provided on request (Disqualification of Directors document).
2. Once you are satisfied that you are eligible to become a governor please complete a nomination form which is available on request.
3. If you wish, you could include a statement, **up to 80 words**, about yourself and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
4. Each nomination must be received electronically or at the Academy **by 10.00 am on 16th November 2020**. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the Academy. At this time it is preferable to receive electronic nominations which must be returned to the Returning Officer [Clerk to the Academy Board] Emma Paine at epaine@dalp.org.uk. A sealed ballot box will be available at the main reception desk at the Academy for hand deliveries. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child or by email.

Your nomination should be acknowledged by Emma Paine (the Returning Officer) within two working days of the closing date. If you do not receive this acknowledgement, please contact the Academy.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with students at the Academy, together with any details that you and other nominees have provided. This procedure will be explained to you should an election be necessary.

A factsheet 'Being a Parent Governor' can be found on the Academy website in the Governance Section, but if you would like to find out more about the role please email the Clerk to Academy Committee at epaine@dalp.org.uk or leave your contact details with the School Office and I will arrange for our Chair/Vice Chair of Governors or one of our governors to discuss the role further with you.

Yours sincerely

Mrs Emma Paine
Clerk to the Academy Committee

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