



To the Parents/Carers of pupils at East Leake Academy

Dear Parent/Carer

Parent Governor Election

The Academy Board has **two (2)** vacancies for parent governors and is looking for parents/carers 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 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 ensuring clarity of 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:

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

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 board expects governors to:

- Attend all meetings of the full Academy Board throughout the academic year (7 per year starting at 5.15pm and lasting around 2 hours)
- 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 eligibility criteria on the Academy website (Disqualification of Directors document).
2. Once you are satisfied that you are eligible to become a governor please complete the nomination form on the Academy website which will be available from Monday 4th November
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 at the Academy by 10.00 am on Monday 18th November 2019**. 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. Electronic nominations must be returned to me, the Returning Officer (Clerk to the Academy Board) Mrs A Hewitt ahewitt@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.

I will acknowledge your nomination 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.



EAST LEAKE
ACADEMY
AND SIXTH FORM

ENJOY. LEARN. ACHIEVE

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www.eastleake-ac.org.uk

Information on becoming a governor is available on the Academy website <https://www.eastleake-ac.org.uk/our-academy/governance/become-a-governor/> but if you would like to find out more about the role and how you can contribute to governance at our Academy, please email me at ahewitt@dalp.org.uk. Alternatively, leave your contact details with the School Office and I will arrange for our Chair of Governors or one of our current Parent Governors to discuss the role further with you.

Yours sincerely

A. Hewitt

Mrs A Hewitt
Clerk to the Academy Board



Diverse
Academies