

Our ref: AC/SPh

28 September 2021

To all Parents/Carers of students at Outwood Academy Shafton

Dear Parent/Carer

Nominations for Parent/Carer Member of the Academy Council

The Academy is seeking nominations for one Parent/Carer Member to sit on the Academy Council of Outwood Academy Shafton. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to Sarah Phillips, Clerk to the Academy Council, at the Academy no later than 3pm on Tuesday 5 October 2021 or via email (s.phillips@shafton.outwood.com).

If on the closure for nominations there is more than one nominee, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, **this should be included with your nomination form.**

Please find attached to this letter a fact sheet – Becoming a Parent/Carer Member of an Academy Council; Regulations Applying to Potential and Current Members of Academy Councils; and the Code of Practice for the Election of a Parent/Carer Member of the Academy Council.

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council.

Yours faithfully,



PP **Tracy Martin**

Chair of the Academy Council

**OUTWOOD ACADEMY SHAFTON
NOMINATION PAPER FOR THE ELECTION OF A PARENT/CARER MEMBER OF THE
ACADEMY COUNCIL**

Please complete Sections 1, 2 and 3 in BLOCK CAPITALS

Name of Nominee (in full) (Mr/Mrs/Ms) _____

(BLOCK LETTERS)

Home Address: _____

Post Code: _____

Telephone No: _____

Name(s) of Student(s) (in full): _____

Date of Birth of Student(s): _____

Name of Proposer (in full) (Mr/Mrs/Ms): _____

Name of Student (in full): _____

Name of Secunder (in full) (Mr/Mrs/Ms): _____

Name of Student (in full): _____

NOTES:

- 1 The Returning Officer shall be an Officer from the Academy.
- 2 The nomination of a parent/carer must be exercised in accordance with the regulations in the Code of Practice for the election of Parent/Carer Members of the Academy Council.
- 3 The Nomination Paper must be completed in full and returned to Sarah Phillips at the Academy
- 4 A nomination must include the names of the nominee, proposer and secunder, all of whom must sign the nomination form.
- 5 The relevant School Government Regulations prescribe the circumstances and cases in which a person is to be disqualified from holding or continuing to hold office as a Member of an Academy Council of an Academy. Should you wish to clarify your position before submitting your nomination, please contact the Clerk to the Academy Council, Sarah Phillips via e-mail at s.phillips@shafton.outwood.com

It should be noted that if you intend to submit a statement, of not more than 200 words, in support of your nomination, this should be submitted with your nomination form.

Signature of Nominee: _____
(in acceptance of the nomination)

Signature of Proposer: _____

Signature of Secunder: _____

DATE RECEIVED IN ACADEMY: _____

Outwood Grange Academies Trust

Fact Sheet – Becoming a Parent/Carer Member of an Academy Council

1. Background on the role

Outwood Grange Academies Trust was established to advance education in the UK for the public benefit, in particular by establishing, maintaining, carrying on, managing and developing Outwood Grange Academy and all other academies in our family of schools in pursuance of these aims. The Board of Directors is responsible for setting general policy, adopting an annual plan and budget, monitoring the Trust by the use of results and budgets and making major decisions about the direction of the Trust, capital expenditure and senior staff appointments.

The Board relies heavily on each Academy's Academy Council as an advisory committee to ensure that it has all the information it needs to make key decisions. Certain statutory functions are dealt with at Local Academy Council level and the Board may also delegate certain decisions to an Academy Council where local decision making is required.

2. What is required of a Parent/Carer Member

Members of the Trust's Academy Councils have a key role to play in advising on many aspects of their Academy including curriculum, staffing and finances. As a Parent/Carer Member you would provide a key link between the Academy and parents/carers. You would be expected to attend at least one meeting every six months, take an active interest in the Academy and its students and help to positively promote the parental view at meetings.

You would be expected to support the Trust in achieving its objectives and would be required to comply with any rules and regulations made by the Board from time to time relating to the membership, constitution, terms of reference and proceedings of the Academy Council. By agreeing to be a Parent/Carer Member you would also be agreeing to keep confidential any information obtained in the course of being a Parent/Carer Member which is confidential in nature.

3. Restrictions on who can serve as a Parent/Carer Member

To become a Parent/Carer Member of an Academy Council you must be the parent/carers of a student registered at the Academy at the time of appointment. No special qualifications are required, but you must be 18 or over on the date when you are elected or appointed. Enthusiasm, commitment and an interest in education are the most important qualities.

By becoming a Parent/Carer Member of an Academy Council you will be agreeing to:

- a. Support the Trust and its academies in achieving its objectives of advancing education in the United Kingdom for the public benefit.
- b. Help the Trust to maintain, carry on, manage and develop the Academy.
- c. Comply with any rules and regulations made by the Board from time to time in respect of the Academy Council.
- d. Keep confidential any information obtained in the course of being a Parent/Carer Member which is confidential in nature.
- e. Be subject to the Trust's vetting procedures relating to members of the Academy Councils and acknowledge that this will involve an enhanced DBS check.

You may not stand or continue as a member of an Academy Council if you would, in doing so, breach the Trust's "Regulations Applying to Potential and Current Members of Academy Councils" (current copy attached).

4. Duration of Office

If elected as a Parent/Carer Member of an Academy Council, you would have a maximum term of office of two years, but may be required to retire from this role prior to the end of this two year period if:

- a. You breach any of the rules and regulations imposed by the Board of Directors.
- b. Your child ceases to be a registered student at the Academy; or
- c. You cease to satisfy any of the above requirements.

Outwood Grange Academies Trust

REGULATIONS

APPLYING TO POTENTIAL AND CURRENT MEMBERS OF ACADEMY COUNCILS

By becoming a member of the Academy Council you agree to be bound by the rules and regulations made by the Board of Directors of Outwood Grange Academies Trust from time to time. Such rules and regulations will be notified to the Academy Council periodically.

The following rules apply in relation to general membership of the Academy Council. If, by virtue of these regulations, you are disqualified from becoming, or continuing to hold office as a member of the Academy Council, you are required to give written notice of that fact to the Clerk to the Academy Council immediately.

Disqualification from membership of Academy Councils

A person is disqualified from becoming/continuing as a member of the Academy Council if:

1. They are under 18 years old at the date of their election or appointment.
2. They are a student of any Academy in our Family of Schools.
3. They are/become incapable by reason of mental disorder, illness or injury of managing or administering their own affairs.
4. They are absent without the permission of the Academy Council from all its meetings held within a period of six months and the Academy Council or the Board of Directors of Outwood Grange Academies Trust resolve that their office be vacated.
5. Their estate has been/becomes sequestrated and the sequestration has not been discharged, annulled or reduced; or they are the subject of a bankruptcy restrictions order or an interim order.
6. They are/become at any time subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
7. They are/become unable to be a director of a company by virtue of any provision in the Companies Act 1985 or the Companies Act 2006 or are disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993.
8. They have 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 they were responsible or which they were privy, or which they by their conduct contributed to or facilitated.

9. They are included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or are disqualified from working with children under sections 28, 29, 29A and 29B of the Criminal Justice and Court Services Act 2000.
10. They are a person in respect of whom a direction has been made under section 142 of the Education Act 2002.
11. They have, 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 72 of the Charities Act 1993.
12. They have not provided to the Chair of the Academy Council a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would, in the opinion of either the Chair of the Academy Council, the chair of the Board of Directors or the Chief Executive, confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

* Please note that where reference in these Regulations is made to a piece of legislation or guidance such reference shall be deemed to refer to such legislation or guidance as amended or re-enacted from time to time.