

Ref. AC/SPE
21 October 2016

Dear Parent/Carer

Election of a Parent Governor to the Academy Council

I am writing to you to invite you to stand for election as a parent governor of the Academy Council or nominate another parent to do so. In our Academy we have two vacancies for parent governors.

The Academy Council, with the Principal, have overall responsibility for the running of the Academy. The Academy Council has three core strategic functions:

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

No special qualifications are needed. The most important thing is to have a keen interest in the Academy and be prepared to play an active part in the Academy Council's work. However, we would particularly welcome nominations from parents/carers with the following skills; financial planning/management, procurement or links with local businesses and the community. Training is available for all parent governors and this Academy Council has an expectation that those new to being a governor will attend free induction training.

The attached sheet summarises the circumstances under which someone cannot serve as a governor. In addition, parents/carers who have paid employment in the Academy for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents/carers with children at the Academy on the day that nominations close.

If you would like to stand for election please complete the attached nomination form and return it to Sara Louise Peasant, Clerk to the Academy Council at the Academy by 12noon on Friday, 4 November 2016. You may also include a short personal statement to support your nomination. This should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent/carers, their prior consent must be sought.

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/carers together with details of the ballot procedure.

Yours faithfully

Miss S L Peasant
Clerk to the Academy Council

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.