

31st October 2022

To the Parents/Carers of pupils at Retford Oaks Academy

Dear Parent/Carer

Parent vacancy Academy Committee Nomination

The Academy Committee has **1** vacancy for parent AC members 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 an academy committee member, 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 Committee at any time.

The Academy Committee is responsible for both the conduct of the Academy and for promoting high standards. The Academy Committee 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 Committees 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.

Academy Committee Members 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. AC members 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.

Our Academy Committee expects its members to:

- Attend all meetings of the full Academy Committee throughout the academic year (6 per year starting at 5.30pm on a Monday 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 Committee commits to:

- Provide you with a structured induction
- Provide access to quality training
- Provide you with an experienced Academy Committee mentor
- Support you in your duties.

All new and re-appointed Academy committee members 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 academy committee members. However, they can vote in parent elections if they are parents of children attending the Academy and can be academy committee members at another Academy.

If you would like to be nominated as a parent academy committee member, 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 an Academy Committee member please complete the nomination form on the Academy website which will be available from **1st November 2022**.
3. If you wish, you could include a statement, up to 80 words, about yourself and why you would like to become an academy committee member. 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 10am on 15th November**. It should be sealed in an envelope marked '**Nomination for Parent Academy Committee Member**' 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 Committee) Rhianne Chambers rchambers@diverse-ac.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 or your next available date after nomination date has passed. 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 available 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.

Information on becoming an Academy Committee member is available on the Academy website <https://www.retfordoaks-ac.org.uk/our-academy/governance/become-a-governor/current-vacancies/> 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 rchambers@diverse-ac.org.uk. Alternatively, leave your contact details with the School Office and I will arrange for our Chair of the Academy Committee or one of our current Parent AC members to discuss the role further with you.

Yours sincerely

R. Chambers

Rhianne Chambers
Clerk to the Academy Committee