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5 November 2024

**To the Parents/Carers of pupils at Tuxford Primary Academy**

Dear Parent/Carer

**Parent vacancy Academy Committee Nomination**

The Academy Committee has 1 vacancy for a parent Academy Committee governor 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 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 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 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. Academy Committee 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.

Our Academy Committee expects its governors to:

- Attend all meetings of the full Academy Committee throughout the academic year (6 per year starting at 1:00 pm and lasting around 2 hours)
- Visit the Academy formally or virtually as requested 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.

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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 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 academy committee governors. 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 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 an Academy Committee governor, please complete the nomination form on the Academy website which will be available from **Thursday, 7 November to Friday, 15 November 2024**
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 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. Nominations must be returned to me, the Returning Officer (Governance Professional to the Academy Committee)  
Serena Baines email: [sbaines@diverse-ac.org.uk](mailto:sbaines@diverse-ac.org.uk) Each nomination must be returned to me by **9:00 am on Monday, 18 November 2024** Please insert in the subject area of the email '**Nomination for Parent Academy Committee Member**'

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 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 governor is available on the Academy website 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 [sbaines@diverse-ac.org.uk](mailto:sbaines@diverse-ac.org.uk) and I will arrange for our Chair of the Academy Committee or one of our current Academy Committee governors to discuss the role further with you.

Yours sincerely

**Serena Baines**

**Governance Professional to the Academy Committee**