

Vacancy Letter to Parents

13 November 2023

Dear Parent/Carer

We have one Parent Governor vacancy which we need to fill as soon as possible. Castle View Enterprise Academy has always aimed for a partnership with parents which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a Parent Governor.

The Governing Body's main tasks are:

- to ensure that the Academy has a clear vision, ethos and strategic direction;
- to hold the CEO/Principal to account for the educational performance of the Academy and its pupils;
- to oversee the financial performance of the Academy and making sure its money is well spent.

Parent Governors are welcomed as valued members of the team and play a vital role in ensuring the Governing Body is aware of the views of parents and the local community. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the Academy's performance.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external governor training from Governor Support at Gateshead Council.

Our Governing Body expects Parent Governors to:

- attend termly meetings of the full Governing Body;
- be a member of at least one committee and attend termly committee meetings;
- visit the Academy formally for monitoring purposes;
- commit to attend training courses, and undertake additional independent research as required to ensure you are able to function efficiently as a Parent Governor.

If you feel you can help in this capacity please complete the attached nomination form which will need to be returned to the main Academy office by the closing date on 27 November 2023.

Please be aware that there is a restriction on the number of Trustees that are classed as a Local Authority Associated Person (LAAP) which is no more than 19.9%. An LAAP is defined in the Local Government and Housing Act 1989 Section 69 as follows:

"For the purposes of this section, a person is at any time associated with a local authority if—

(a) he is at that time a member of the authority;

(b) he is at that time an officer of the authority;

(c) he is at that time both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of the authority; or

(d) at any time within the preceding four years he has been associated with the authority by virtue of paragraph (a) above."

We are therefore asking you to tell us on your nomination form whether you are an LAAP. Please be advised that if you declare as an LAAP, your successful election may be affected by the number of LAAPs on the Trust Board at the time the election closes.

If there are more nominations than vacancies, we will hold a ballot which will close on 04 October 2023 and you will be sent a voting paper in due course. We reserve the right to elect additional parent Governors subject to any restrictions in our Articles of Association.

If successfully elected

The Academy Trust Handbook states that:

"all academy trust members, trustees and individuals on any committees including local governing bodies are required to have an enhanced criminal records certificate from the Disclosure and Barring Service (DBS). Trusts must [also] ensure that their members are not currently subject to a direction made under section 128 of the Education and Skills Act 2008, which prohibits individuals from taking part in academy trust management, and that they do not appoint as a member, a person who is currently subject to a section 128 direction."

Failure to apply for a DBS check and section 128 check in a timely manner can result in disqualification and removal from the Governing Body.

We will also give you our privacy notice for Parent Governors that explains what personal information we collect and how we process it.

Yours sincerely

A Spence

Returning Officer, on behalf of the CEO/Principal
Castle View Enterprise Academy

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Nomination Form for Parent Trustees/Local Governors

I would like to nominate myself to be a Parent Trustee/Local Governor.

Mrs/Ms/Miss/Mr/Other.....	
I am the parent/guardian of (please enter below the names of your children who currently attend the Academy, and their year group(s)):	
Please use this space for a brief personal statement to support your nomination, setting out clearly the skills you feel you can contribute to effective governance and the success of the Academy. This statement will be circulated to all parents if there is to be a ballot.	
LAAP Status (please refer to vacancy letter):	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please tick both boxes before signing:	
I confirm that I have read the Qualifications and Disqualifications (the DfE's model Articles of Association) overleaf and declare that I am not disqualified from serving as an Academy Trustee/Local Governor.	
	<input type="checkbox"/>
I understand that if successfully elected, I must co-operate with the application for a DBS check and a section 128 check by the Trust.	
	<input type="checkbox"/>
Signed _____	Date _____