



Ms Sue Lovecy, Head of School

17 March 2019

Dear Parent/Carer,

LOCAL GOVERNING COMMITTEE MEMBER ELECTION

I am writing to you to invite you to stand for election as a parent local governing committee member, or nominate another parent to do so. In our school we have provision for two parent local governing committee members and there is currently one vacancy.

The local governing committee is delegated certain functions by the board of trustees and will be responsible for *providing focused governance for the Academy at a local level. It monitors the Academy's key performance indicators and acts as a critical friend to the Head teacher, providing challenge where appropriate.*

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing committee's work, attending meetings in school time and after school and working on any actions as and when directed. However, we would particularly welcome nominations from parents with skills and experience in HR, finance and Health and Safety. Training is available for all local governors and this board of trustees has an expectation that those new to being a local governing committee member, attend training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than FRIDAY 5 APRIL. You are strongly encouraged to include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent and ask them to sign the nomination form.

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 together with details of the ballot procedure.

Yours faithfully,

Clerk to the Governors

ST MARTINS SCHOOL

Moors Bank
St Martins
SY10 7BD
01691 776500
reception@smartins3-16.org



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Academies: qualifications and disqualifications to serve as an academy trustee/parent governor

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has 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 he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, 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 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

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Nomination form - Election of parent local governing committee member

Please enter in BLOCK LETTERS, the name and address of the person being nominated for election:

Name: _____

Address:

Signature of nominee: _____

Signature of proposer (if different to nominee): _____

Name and address of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent local governing committee member.

I confirm (i) that I am willing to stand as a candidate for election as a parent trustee/ parent local governing committee member and (ii) that I am not disqualified from holding office for any of the reasons set out in the articles of association.

Signature Date

Completed nomination forms must be returned to the school by 3.30pm on FRIDAY 5 APRIL

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