

Friday 9th September 2022

Dear parents and guardians

PARENT LOCAL GOVERNING COMMITTEE MEMBER ELECTION

At a key time of change here at Kirk Hallam Community Academy, we are inviting parents to stand for election as a parent local governing body member. There are two vacancies.

The local governing body, with the Headteacher, has overall responsibility for the running of the school. The board of governors have three core strategic functions:

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

The local governing committee is delegated certain functions by the Nova Education Trust Board of Directors and these responsibilities are outlined in the trust Governance Scheme of Delegation & Structure available for download at:

<http://www.novaeducationtrust.net/documents.php>

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.

Our parent governors serve a four year term of office (even if your child leaves the school during this time). The board meets at least four times a year.

Training is available for all local governors and we have an expectation that those new to being a local governing committee member attend induction training.

The enclosed sheet entitled '**Eligibility/disqualification Information**' 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.

In accordance with the School Governance (Constitution) (England) Regulations 2012, school staff who are paid to work at the school for more than 500 hours in any consecutive twelve month period are not eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school.

If you would like to stand for election please complete a nomination form at <https://forms.office.com/r/DNT2mm3L1v> with a short personal statement to support your nomination, which should be no longer than 250 words. Nominations must be received no later than 10.00 am on Friday 23rd September 2022.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, a vote will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M Lawson', written in a cursive style.

Mrs M Lawson
Chair of Governors

**Enc – Code of Conduct (Nova Governors)
Eligibility/disqualification Information**