

September 2020



Dear Parents of students at Spa Academy,

Parent Governor Election

The Local Academy Board has a vacancy for two parent governors and is looking for parents 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 a governor, you will normally hold office for a period of 2 years, even if your child leaves the academy during this time. You can, however, resign from the Local Academy Board at any time.

The Local Academy Board is responsible for both the conduct of the academy and for promoting high standards. The Local Academy Board carries out its role by setting the 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.

Local Academy Boards are responsible for a wide range of matters which come under three core functions:

- Setting the vision and strategic direction of the academy
- Holding the Principal to account for its educational performance
- Ensuring financial resources are well spent

Governors do not get involved in the operational day-to-day running of the school.

Governors do not need to 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 students, as well as the time (preferably daytime as well as early evenings) and willingness to get involved. 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. All Governors are expected to be able to read straight forward budget reports and data on academy/school standards.

Our Local Academy Board expects governors to:

- Attend all meetings of the Full Academy Board throughout the academic year (6 meetings a year), usually in the evening
- Sit on at least one portfolio group and attend 6 meetings a year (usually in an evening)
- 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 Board commits to:

- Provide you with a structured induction
- Provide access to quality training
- Provide you with an experienced governor as a mentor
- Support you in your duties

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

If you would like to be nominated as a parent governor, you need to:

1. Check that you are eligible by reading the attached eligibility criteria (Disqualification of Directors document)
2. Once you are satisfied that you are eligible to become a governor please complete the attached nomination form
3. If you wish, you could include a statement, up to 80 words, about yourself and why you would like to become a 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. Each nomination must be sent to the returning officer [Clerk to the Academy Board] Helen Young at info@legereducationtrust.com. Printed applications should be sealed in an envelope marked "Nomination for Parent Governor" and may be delivered by hand, sent with your child, or by post to the academy.

These documents can also be found on the academy website <https://www.legereducationtrust.com>.

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 sent 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.

A factsheet 'Being a Parent Governor' is attached but if you would like to find out more about the role and how you can contribute to governance at our academy, please email Helen Young at info@legereducationtrust.com or leave your contact details with the Academy office and I will arrange for either our CEO, our Chair of Governors or one of our Parent Governors to discuss the role further with you.

Yours sincerely,



Mrs B Lynds
Chair of Directors