



NATIONAL
CHURCH OF ENGLAND
ACADEMY

FOUNDED 1788

The National Church of England Academy
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Wednesday 3rd November 2021

Dear parents and guardians

Nominations for Parent Governors

The governing body of National Church of England Academy has vacancies for two parent governors. We are therefore looking to appoint two parents as governors 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 the Head Teacher for further advice.

We are looking for parents who have the skills required to contribute to effective governance and the success of the academy. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills.

Local Governing Bodies are responsible for a wide range of matters delegated to them by the Trust (MITRE). These include:

Ensuring clarity of vision, ethos and strategic direction;

Holding the Head Teacher to account for the educational performance of the school and its students, and the performance management of staff; and

The effective deployment of funds and resources.

Governors need a strong commitment to the role and to improving outcomes for children. Details of the nature of the role can be found on the accompanying 'governor skills and attributes' document.

Our parent governors serve a four year term of office (even if your child leaves the school during this time). We meet six times a year as a whole governing body and also have two committees – Standards & Outcomes and Finance & Resources, both of which meet once per term. There is an expectation that each governor will become a member of a committee and may also be asked to take on additional responsibilities as a link governor in due course. Our code of conduct (attached) outlines our Trust principles.

Vision: 'Life in all its fullness' (John 10:10)



2019-2022

We offer a full induction package, a mentoring system and availability of in-house, central and on-line training packages. We may also be able to offer an opportunity for prospective governors to meet with a representative governor to discuss the role before completing a nomination form.

All new and re-appointed school governors are required to complete a declaration of eligibility form.

If you wish to complete a nomination form to become a parent governor, you need to:

- a. Check that you are eligible by reading the enclosed disqualifications/eligibility criteria.
- b. Complete the nomination form (once you are satisfied that you are eligible to become a governor).
- c. Include a statement, up to 80 words, about yourself, the skills and commitment you can bring to the governing body 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.
- d. Each nomination must be received at the school no later than 10.00 am on **16 November 2021**. Nominations should either be sent as hard copy or electronically. You will need to send in a signed Nomination Form and a signed Declaration of Eligibility form Criteria form, examples of which are included with this notice and on our website for completion.
- e. For hard copy, nomination papers should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand to the academy reception or by post to the school, addressed for the attention of Ms Astra Morrison, PA to the Leadership Team at the school address (National Church of England Academy; Annesley Road, Hucknall, Nottingham NG15 7DB). For electronic nominations, nomination papers should be attached to an email addressed to s.bray@nationalacademy.org.uk, and the email should be headed Nomination for Parent Governor and marked confidential. The onus is on you to ensure that the nomination form is received in good time, whichever delivery method you choose. Late nominations, whether submitted as hard copy or electronically cannot be accepted.

Your nomination should be acknowledged by the returning officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the school.

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 and can be governors at another school.

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 issued electronically to all parents or carers with children at the school, together with any details that you and other nominees have provided. This procedure will be explained to you by the Head Teacher should an election be necessary.

If you have any further queries about the role of parent governor, please contact the Head Teacher of the school, other members of the school governing body or Minster Trust for Education on 01636 551103.

Yours faithfully,

Stephen Bray
Clerk to the Governing Body and Returning Officer