



NOTTINGHAM UNIVERSITY  
SAMWORTH ACADEMY

Tuesday 7<sup>th</sup> July 2020

Dear parent/carer,

### **PARENT LOCAL GOVERNING COMMITTEE MEMBER VACANCY**

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. Nottingham University Samworth Academy currently have provision for two parent local governing committee members and there are currently two vacancies.

The local governing body, with the Head of School, 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 Head of School to account for the educational performance of the school and its pupils; and
- 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>.

### **What do Parent Local Governing Committee Members do?**

Parent Local Governing Committee members are appointed to govern the school in the best interest of its pupils. Parent committee members are elected in order to contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school, contributing to strategic discussion, holding senior leaders to account by monitoring school performance and ensuring money is well spent.

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. However, we would particularly welcome nominations from parents with the following skills-

- Experience of human resources (HR) policy and procedures in the school sector.
- Experience of inspection and oversight generally or within the school sector.
- Experience of being a governor/trustee in another school or being a board member in another sector.
- Knowledge and or experience of the community served by the school.



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### **How to Apply:**

Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy/one of the academies in the trust. Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination.

If you would like to stand for election or nominate another parent, please apply no later than **Friday 11<sup>th</sup> September 2020** using one of the following methods:

- Complete the enclosed nomination form and return to the school (FAO Kelsey Gannon)
- Access the school website to apply online  
<https://www.nusa.org.uk/page.php?p=noticeboard>

### **Election**

Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the board of trustees will appoint parent trustees/parent local committee members to the vacancy or vacancies in accordance with the articles of association.

If there are more nominations than vacancies, a ballot will be conducted. Letters, ballot papers and return envelopes will be sent to all parents.

Yours faithfully,

Anthony Glover  
Chair of Governors



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**Circumstances under which someone cannot serve as a local governor committee member:**

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:

- They become incapable by reason or illness or injury of managing or administering their own affairs;
- They are absent without permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that their office be vacated;
- They have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced, or
- They are subject to bankruptcy restrictions order or an interim order;
- They are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- They are subject to an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under country court administration order);
- They cease to be a trustee by virtue of any provision in the Companies Act 2006;
- They are 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
- They are otherwise found to be unsuitable by the Secretary of State;
- They have been removed from the office of the 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 they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- They have 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 expect where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- They have not provided to the Chairman of the trustees a criminal record certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Nottingham University Samworth Academy | Bramhall Road, Bilborough, Nottingham NG8 4HY  
Telephone: 0115 929 1492 | Email: [info@nusa.org.uk](mailto:info@nusa.org.uk) | Website: [www.nusa.org.uk](http://www.nusa.org.uk) | Twitter: @OfficialNUSA  
Executive Head Teacher: David Hooker BSc (Hons), PGCE | Head of School: Emma Howard BA (Hons), MA (Ed), PGCE



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### **Election of Parent Local Governing Committee Member**

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

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Personal statement

*Please tell us why you are interested in becoming a Parent Committee member. We will use this information as statement to go out to parents when sharing nominations as part of the election process (maximum 200 words)*

I can confirm that I am a parent or Legal Guardian of a current pupil at Nottingham University Samworth Academy (based on September 2021)

Signature of nominee \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Proposer (If different) \_\_\_\_\_ Date: \_\_\_\_\_

I can confirm I am willing to undergo an enhanced DBS check (Please note that the Department for Education requires all governors complete and "pass" this check)

Signature of nominee: \_\_\_\_\_

Date: \_\_\_\_\_

Completed nomination forms must be returned to the school (FAO Kelsey Gannon) by **Friday 11<sup>th</sup> September 2020.**

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