

Dear Parent/Carer

VACANCY FOR A PARENT/CARER GOVERNOR TO JOIN ARBOUR VALE SCHOOL'S LOCAL GOVERNING BODY (LGB)

The LGB will soon have two vacancies for parent governors and we would like to invite you to put yourself forward for the position. To be eligible you must be a parent/carer of a registered pupil at Arbour Vale School.

The governance arrangements for the Orchard Hill College Academy Trust are as follows:

MEMBERS

There are currently five members of the Academy Trust, and they effectively 'own' the Trust. They have a number of statutory rights and usually meet once a year.

DIRECTORS

There are seven Directors, including the Chief Executive Officer on the Board of Directors. The Board generally meets once a term and effectively runs the business of the academy trust.

LOCAL GOVERNING BODY

The LGB has very important role and is effectively the 'eyes and ears' of the Trust. The governors receive a report from the Principal at each of its meetings. Each member of the LGB is allocated a portfolio role linked to their area of expertise or interest. These portfolios include Ethos, Vision and Strategy, Teaching and Learning, Health and Safety including Safeguarding, Human Resources and Organisational Development, Finance and Resources and Business Development and Marketing.

The LGB supports the Principal to set the strategic direction, policies and objectives for the Academy and provides support and challenge to the Principal and advice to the Directors on the functioning of the school. They consider items of business such as;

- The progress and achievement of pupils
- The quality of teaching
- The financial management of the Academy
- The behaviour and safety of pupils.

The LGB meets at least once a term but may meet more often if necessary. Further information can be found on the school's website.



If you feel that you have something to offer the LGB and are prepared to give up some of your time to become a governor, please fill in the attached nomination form and return it to Susanne Wicks, OHCAT Governance Manager, at swicks@ohcandat.org or c/o the school office by **12.00pm Friday 28th January 2022**.

It is important that you tell the other parents/carers what skills and experience you think you can bring to the LGB but this doesn't mean you have to have any qualifications, just a desire to help the school and all the pupils, a bit of time and lots of enthusiasm.

The role is a voluntary one, but arrangements can be made to pay expenses for childcare, travel to meetings etc.

The term of office is three years.

If more than one nomination is received, an election will be conducted by a ballot of all parent/carers.

All appointments are subject to an enhanced DBS check and you should ensure that none of the reasons for disqualification (attached) apply to you.

If you would like any further information about the role of the LGB parent governor, please contact me on swicks@ohcandat.org.

Yours sincerely

Susanne Wicks
Governance Manager
Orchard Hill College & Academy Trust

PARENT GOVERNOR VACANCY

NOMINATION FORM

I wish to nominate myself to be a parent governor of Arbour Vale School's LGB.

NAME:

CONTACT DETAILS:

Please give information below on why you would like to be considered for appointment as a parent governor on the LGB, including any skills or relevant experience you can bring to the role (200 words maximum).

SIGNED _____ **DATE** _____

I confirm that the information given above is correct and that, in the event of a ballot, I consent for my name and supporting statement to be shared with all parents / carers.

I confirm that none of the disqualification criteria apply to me

Please return this form to Susanne Wicks, Governance Manager by email to swicks@ohcandat.org or c/o the school office by **12.00pm Friday 28th January 2022.**

**EXTRACT FROM OHCAT SCHEME OF DELEGATION
Disqualification of members of the Local Governing Body**

No person shall be qualified to serve on the Local Governing Body unless he is aged 18 or over at the date of his appointment. No current pupil of the Academy shall be entitled to serve on the Local Governing Body.

A person serving on the Local Governing Body shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.

A person serving on the Local Governing Body shall cease to hold office if he is absent without the permission of the Chair of the Local Governing Body from all the meetings of the Local Governing Body held within a period of six months and the Local Governing Body resolves that his office be vacated.

A person shall be disqualified from serving on the Local Governing Body if:

- his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- he is the subject of a bankruptcy restrictions order or an interim order.

A person shall be disqualified from serving on the Local Governing Body at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).

A person serving on the Local Governing Body shall cease to hold office if he would cease to be a director by virtue of any provision in the Companies Act 2006 or 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).

A person shall be disqualified from serving on the Local Governing Body if 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.

A person shall be disqualified from serving on the Local Governing Body at any time when he is:

- included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
- disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
- barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006).

A person shall be disqualified from serving on the Local Governing Body if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.

A person shall be disqualified from serving on the Local Governing Body where 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.

A person shall be disqualified from serving on the Local Governing Body if he has not provided to the chairman of the Local Governing Body a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would



in the opinion of either the chairman or the Principal/Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

Where, by virtue of this Scheme of Delegation, a person becomes disqualified from serving on the Local Governing Body; and he was either a member of a Local Governing Body or was proposed to so serve, he shall upon becoming so disqualified give written notice of that fact to the Local Governing Body.