



**The South Wolds
Academy
and Sixth Form**

28th September 2021

Dear Parent/Carer

Nominations for Parent Governors

There is currently 1 vacancy for parent governors at The South Wolds Academy and Sixth Form and we are seeking nominations for this role. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Education Act 2011. If we receive more than one nomination, then all parents and carers will be invited to vote for parent governors in an election.

The Governing Body of The South Wolds Academy and Sixth Form has three key strategic functions: to ensure the clarity of vision, ethos and strategic direction of the school; to oversee and hold the Head Teacher and staff to account for the educational performance of the school; and to oversee effective financial performance of the school. The governors are accountable to the board of trustees of the East Midlands Education Trust. In your role as a school governor, you will be supported in these duties by other members of the local governing body, the head teacher and clerk to governors. You will also have access to appropriate training.

The governing body works together as a group, meeting at least six times per year. Governors' meetings start at 2.00 pm via Zoom and last for up to three hours. If you are thinking of standing, please consider fully these commitments, along with any extraordinary meetings that may also be required. As a governor, you will normally hold office for a period of four academic years, even if your child leaves the school during this time. However, you can resign from the local governing body at any time. All governors are expected to undertake additional duties, which are individually negotiated. These may include developing expertise and advising the local governing body about a particular area of school life or sitting on ad-hoc working parties or governor appeal panels.

All governors take a lead on a specific aspect of the school's work and undertake an additional two visits to school each year to understand more about this and report back to governors on what they have learned. In line with school policies governors will occasionally need to sit on panels to consider matters such as staff disciplinary hearings, permanent exclusion hearings, complaints or redundancy hearings.

An elected member of the local authority and school staff who are paid to work at the school for more than 500 hours in a school year are not eligible for election or appointment as parent governors. If you have any queries about your eligibility as a parent, please feel free to contact us for further advice.

All new and re-appointed school governors are required to complete a declaration of eligibility form. If you would like to nominate yourself as a parent governor, you need to:

- a) Check that you are eligible by reading the enclosed eligibility criteria. Please note that all Governors must undertake a check with the Disclosure and Barring Service (DBS).
- b) Once you are satisfied that you are eligible to become a governor please complete a nomination form (see attached).

Church Drive, Keyworth, Nottingham NG12 5FF
e-mail: office@southwolds.notts.sch.uk Website: www.southwolds.co.uk
Twitter: @southwolds Telephone: 0115 9373506

Halina Angus BA (Hons), MA, NPQH Head Teacher

Sarah Brooks B.Sc (Hons) and Carol Shardlow B.Eng (Hons)
Deputy Head Teachers



- c) Ask two other parents or carers from different families, who also have children at the school, to each sign one of the boxes 1 and 2 (one to propose, one to second your nomination).
- d) If you wish, you could include a statement (no more than 160 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 160 will be deleted and not used in the election process.
- e) All nominations must be received by the clerk to the governors at school by 10:00 am on Tuesday 5th October 2021. Your nomination should be delivered in a sealed envelope marked 'Nomination for parent governor' and either sent by hand, with your child or posted to the school. The onus is on you to ensure that the nomination form is put in the box, either by personal delivery or by sending it with your child. A sealed ballot box will be located in main reception.
- f) 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 Jo Egglenton at the school 0115 9373506.

In the event of more than one nomination being received you will be contacted by The Returning Officer and the election will go to a ballot of all parents. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the school, together with any statements that you and other nominees have provided. This procedure will be explained to you by the Returning Officer should an election be necessary.

If you have any further queries about the role of parent governor, please contact Sue Jaques, Chair of Governors at chair@southwolds.notts.sch.uk or other members of the school governing body.

This is an exciting opportunity for individuals to join our governing body as we seek to build on the Academy's recent successes. We are looking forward to working with you in the future. If you have any further queries about the role of parent governor, please feel free to contact me.

Yours sincerely



Sue Jaques
Chair of Governors