

27th November 2018

Dear Parent/ Carer

Danemill Primary School Vacancy for a Parent Advisory Board Member

An exciting opportunity is available for parents/carers to join our Local Advisory Board at Danemill Primary School. Our Advisory Board is made up of parents, staff and individuals from the community that could add value and support the strategic development of the school. We are seeking to attract parents who are enthusiastic about the success of the school and the wellbeing of its staff and pupils and would like to work as part of a team actively promoting and supporting the school's vision and values.

Parent Advisory Board Members

Parent Advisory Board Members must be a parent/carer of registered pupils at Danemill Primary School. Parent Advisory Board Members have exactly the same duties, responsibilities and rights as all other categories of Advisory Board Members, bringing their own unique perspective to the discussion and debate that determine the policies of the school.

The role and responsibilities of the Advisory Board

The Board of Trustees (sometimes known as the board of directors or governing body) is ultimately responsible for governance and is accountable for the performance of the all schools in the Trust. To support effective governance, the Board delegates functions to be carried out locally through the Advisory Board. The Advisory Board follows an agreed Scheme of Delegation which sets out the requirements of the Trust and details where the Trustees delegates governance functions locally. A copy of the Scheme of Delegation and Terms of Reference for the Advisory Board is available on request.

Commitment

If you join our Advisory Board, you will serve for a three-year term and you can continue to the end of the term of office even if your child/children leave the school. Of course, being a member does take up time. The Advisory Board meetings are usually held four times a year and typically at 9.30am in the school day. You will need to set aside time to be able to be an effective member, time to prepare for meetings, for visiting the school, and undertaking training.

The application process

If you wish to stand for election as a parent Advisory Board member you should complete the attached form and return it to the school no later than **9am on 3rd December 2018.** You should ensure that you are eligible to serve as a parent member and information about eligibility and how to stand for election are included in this letter. Please note the school is required to carry out a Disclosure and Barring Service (DBS) check prior to your appointment.

We have one parent vacancy and, if in the fortunate event, we have several candidates for the vacancy a ballot will be held in which all parents will be eligible to vote. I will contact you to let you know about the arrangements in this eventuality.

Should you require more information relating to this election, the Advisory Board or Danemill Primary School please contact Tracey Lawrence, Head of School, on 0116 286 2674.

Yours sincerely



Tracey Lawrence
Acting Headteacher

**Election of Parent Advisory Board Member
 Parent Member Nomination Form
 Danemill Primary School**

Please return completed application form to the school office by **9am** on **3rd December 2018**

Personal Details		
Title:	First Name(s):	
	Surname:	
Address:	Postcode:	
Contact Numbers:	Home:	
	Work:	
	Mobile:	
Email Address:		

What is your rationale for wanting to become a Parent Advisory Board member? (250 max)

What key skills can you bring to the role of Parent Advisory Board member? (250 max)

Data Protection

The information that you provide on this form will be held electronically by Discovery Schools Academy Trust. It will be used for internal Trust purpose and to provide statutory reporting to other official bodies such as the DfE and Companies House. Your data will be used in accordance with the principles set out in the Data Protection Act 1998, which protects the right to privacy of individuals.

Declaration

I have read the qualification and disqualification regulations and confirm that I am not disqualified from serving as an Advisory Board member. I will notify the Clerk to the Advisory Board immediately should I become disqualified during my term of office.

I agree to the information given on this form being recorded and used by Discovery Schools Academy Trust in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

Signed:

Date:

Election of parent Advisory Board member – Supporting notes

You must be the parent of a registered pupil at the school. The definition of parent includes any person having all the rights, duties, powers, responsibility and authority which a parent of a child has by law, or who has care of him or her. Depending on the circumstances, therefore, a "parent" may include not only a child's natural parents but also others such as step-parents, relatives, co-habitees of either natural parents, carers and foster parents.

If you wish to stand for election please complete the attached form and completing the two personal statements. In the event of a ballot, this will be circulated on the ballot paper to all parents. Statements longer than 250 words, for the sake of fairness to all candidates, will have to be reduced. Completed nomination forms must be returned to the school by 9am on **3rd December 2018**

Please note that for the protection of children, all ABM appointments are subject to a declaration of eligibility and a vetting process. Appointments will only be confirmed after receipt of a satisfactory Disclosure Certificate.

Personal Attributes:

The principles and personal attributes that individuals bring to the board are as important as their skills and knowledge. These qualities enable board members to use their skills and knowledge to function well as part of a team and make an active contribution to effective governance (*DfE Competency Framework for Governance*)

Those involved in governance should be:

Committed	Devoting the required time and energy to the role and ambitious to achieve best possible outcomes for young people. Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance. A commitment to supporting the Trust's vision and raising standards of achievement
Confident	Of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.
Curious	Possessing an enquiring mind and an analytical approach and understanding the value of meaningful questioning.
Challenging	Providing appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement.
Collaborative	Prepared to listen to and work in partnership with others and understanding the importance of building strong working relationships within the board and with executive leaders, staff, parents and carers, pupils/students, the local community and employers.
Critical	Understanding the value of critical friendship which enables both challenge and support, and self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness.
Creative	Able to challenge conventional wisdom and be open-minded about new approaches to problem-solving; recognising the value of innovation and creative thinking to organisational development and success.

YOU ARE NOT ELIGIBLE TO SERVE AS A PARENT ADVISORY BOARD MEMBER IF YOU:

- Are under 18 years of age at the date of this election or appointment;
- are a registered pupil at the school;
- are detained under the Mental Health Act 1983;
- are subject to a bankruptcy restrictions order or an interim order or your estate has been sequestrated and that sequestration has not been discharged, annulled or rescinded;
- are subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989 or a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under section 429(2)(b) of the Insolvency Act 1986;
- have been removed from the office of trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy, or to which you contributed or which you facilitated by your conduct; or been removed, under the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- are included in the list kept under s.1 of the Protection of Children Act 1999
- are subject to a direction of the Secretary of State under s.142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- are disqualified from working with children under sections 28 or 29A of the Criminal Justice and Court Services Act 2000;
- are disqualified from registration under Part 10A of the Children Act 1989 for child minding or providing day care;
- are disqualified from registration under Part 3 of the Childcare act 2006;
- are disqualified from taking part in the management of an independent school under s.142 of the Education Act 2002 or from being a teacher or other employee in any school;
- have, in the five years immediately prior to becoming an Advisory Board member taking effect, whether in the UK or otherwise, received a sentence of imprisonment (whether suspended or not), for a period of not less than three months without the option of a fine (except where such offence would not have constituted an offence had it taken place in any part of the UK);
- have, at any time, had passed on you a sentence of imprisonment for a period of not less than five years or had passed on you a sentence of imprisonment for a period of not less than two and a half years in the preceding 20 years immediately prior to becoming a governor (except where such offence would not have constituted an offence had it taken place in any part of the UK);
- have been convicted and sentenced to a fine, in the five years immediately prior to becoming a governor, for causing a nuisance or disturbance on education premises pursuant to s. 547 Education Act 1996 or s. 85A of the Further and higher Education Act 1992;
- refuses to an application being made to the Disclosure and Barring Service for criminal records certificate