

Tuesday, 09 March 2021

Dear Parent/Guardian

Parent Academy Advisory Board Vacancies

I am writing to make you aware of the above vacancies. You may wish to stand for election yourself, or nominate another parent to do so. Lees Brook Community School currently have provision for two parent Academy Advisory Board members and there are currently two vacancies.

The Academy Advisory Board, with the Principal, provides detailed scrutiny of teaching and learning, along with welfare and safeguarding issues.

The Academy Advisory Board is delegated certain functions by the Archway Learning Trust's Trust Board and these responsibilities are outlined in the trust Governance Scheme of Delegation available for download at: <https://www.archwaytrust.co.uk/governance/academy-advisory-board-documents/>

What do Academy Advisory Board members do?

The Academy Advisory Boards (AABs) support the Trustees to fulfil their responsibility for oversight of each academy within the Trust, acting as the eyes and ears of the Board at local level. Their role is much more focused than that of a traditional school governing body. As only one Trustee sits on each AAB the range of powers available at that level has to be limited. Also, AABs do not need to worry about managing local support functions – finance, HR, facilities, etc. – as the Trust's central team takes care of those. The greatest responsibility for AABs is to provide detailed scrutiny of teaching and learning, and of welfare and safeguarding issues. The AABs also provide challenge and support to the Principal and SLT, and represent the Trust to local stakeholders – parents, students, staff and the community.

Key AAB responsibilities

- providing robust challenge and positive support to the principal and senior leadership team of the Academy;
- working alongside the Principal to determine the educational character, mission and ethos of the academy;
- monitoring progress against the academy improvement plan;
- monitoring pupils' progress and attainment;
- monitoring the effectiveness of the academy's SEND provision;
- monitoring the deployment and impact of Pupil Premium, Year 7 Literacy and Numeracy Catch-up Premium (secondary) and Sports Premium (primary);
- monitoring the implementation of the academy's behaviour policy;
- ensuring the safeguarding, wellbeing and health and safety of pupils and staff;
- establishing and maintaining relationships with the local community, including parents.

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 Academy Advisory Board's work.

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 **Thursday 1st April 2021** using one of the following methods:

- Complete the enclosed nomination form, Trustee/Academy Advisory Board member Eligibility Criteria and return to the school (FAO Chris Taylor, Clerk to the AAB, Lees Brook Community School)
- Email Clerk@Archwaytrust.co.uk to request an electronic nomination form

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 Academy Advisory Board 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.

Yours faithfully

A handwritten signature in black ink that reads "Zoe House". The signature is written in a cursive style with a large initial 'Z'.

Zoe House
Headteacher

Election of Parent Academy Advisory Board members

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 Academy Advisory Board 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 Lees Brook Community School (based on September 2020)

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 Chris Taylor, Clerk to the AAB, Lees Brook Community School) by **Thursday 1st April 2021**.

Trustee/Academy Advisory Board member Eligibility Criteria	Declaration YES or NO
Are you aged 18 or over at the date of this election or appointment?	
Have you been disqualified as a governor for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers</i>	
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?	
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?	
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or 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 to which you facilitated by your conduct?	
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?	
Are you included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?	

<p>Are you subject to a direction of the Secretary of State under section 142 of EA 2002(or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?</p>	
<p>Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?</p>	
<p>Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?</p>	
<p>Are you disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?</p>	
<p>Have you, in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?</p>	
<p>Have you, in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?</p>	
<p>Have you, at any time, received a prison sentence of five years or more?</p>	
<p>Have you been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?</p>	
<p>Are you employed to work at the Trust; or on a contract for services at the Trust or one of its academies to work for more than 500 hours a year?</p>	