The Park Academies Trust

8th February

Dear Parent/Carer

Parent Vacancies to Local Advisory Board – Lydiard Park Academy

I am writing to tell you that there are **2 vacancies** on the Local Advisory Board (LAB) of Lydiard Park Academy and we would like to invite parents, carers or foster-parents who would be interested to put their names forward.

Parent LAB Members are elected by and from the parents, carers and foster parents of registered pupils at the school, for a 4-year term. Parent LAB Members share equally with other members of the Local Advisory Board the responsibility for carrying out their legal responsibilities delegated to them by the Trust. The position has always been an important one that is vital to the effective running of the school and is a means of giving worthwhile service to the community.

Local LAB Members bring a wide experience of the outside world, an independent view, a focus on long term development and improvement, accountability to the community for the use of resources and the standards of teaching and learning, and support for the Principal and staff. In return, you gain the satisfaction of giving something back to the school community, a sense of purpose and achievement and new skills.

You will be expected to attend meetings of the Local Advisory Board which take place of a Monday evening, at least 6 times a year. You will need to work as a member of the board (not as an individual) in the best interests of the school, show an interest in school activities, become well-informed about education and become familiar with the rules of governance. Training for the role is provided and there will be regular training events to keep governance knowledge up to date.

Our Schools: Abbey Park School · Bridlewood Primary School · Lydiard Park Academy · Orchid Vale Primary School · Red Oaks Primary School (Aspire Achieve Grow) · The Park Academies Trust Sixth Form (Don't be anonymous... ...be remarkable)

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We ask that LAB Members are able to give the school their time (approximately six hours a month), a willingness to learn, a listening ear and enquiring mind, the ability to assimilate information, make judgements and decisions and the ability to work as part of a team. A testimonial from a current parent LAB Member has been included at the base of this letter.

If you wish to stand for election as a Parent LAB Member, it is necessary for you to be proposed by a parent, guardian or foster carer of a pupil registered at the school and to be seconded by another parent, carer or foster carer of a pupil registered at the school. The proposer and seconder should indicate their support for you by signing the enclosed nomination form. All nominations should be returned to me via email by **28th February 2024.**

Please also include some detail about yourself (*Expression of Interest - Form 3 below*) including why you would like to become a LAB Member (no more than two hundred words) to support your nomination. This will be used if there is a need for an election by secret ballot. This will only take place if there are more nominations than there are vacancies.

There are some circumstances that disqualify an individual from serving on the governance team and these are listed below. Please ensure that you read through these. If you require any further information please contact connollys@theparkacademiestrust.com

Yours sincerely

S Connolly
Clerk to the Local Advisory Board

Forms below: These forms should be returned to S Connolly, Clerk to the Local Advisory Board, connollys@theparkacademiestrust.com by **28th February 2024.**

1. Disqualification form – Read to ensure compliance, sign & return
2. Nomination form – Complete, sign & return
3. Expression of Interest form – Complete and return

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Parent LAB Member Testimonial

'I became a school LAB Member because schools need parental input as much as parents need schools to educate their children. I very much see a school parent partnership when it comes to giving our children the very best start in life.

As a LAB Member, I can challenge leaders and give feedback on school initiatives - often before they actually happen. For me it's a real privilege to be in this position, seeing behind the scenes at school, helping the school and its leadership to address challenges. There is also a very real responsibility as a LAB Member to ensure the school is held accountable. Training has been provided and there is great support amongst the LAB Members so it has never felt like a step too far.

To anyone who believes in the school parent partnership I would urge you to think about volunteering to be a LAB Member - it offers you a great opportunity to challenge yourself in a new area and is hugely rewarding.'

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FORM 1 - Disqualifications from serving as a Trustee/Local Advisory Board Member as per The Park Academies Trust Articles of Association

68. No person shall be qualified to be a Trustee/Local Advisory Board Member unless he is aged 18 or over at the date of his election or appointment. No current pupil of any of the Academies shall be a Trustee/Local Advisory Board Member.

69. A Trustee/Local Advisory Board Member shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs.

70. A Trustee/Local Advisory Board Member shall cease to hold office if he is absent without the permission of the Trustee/Local Advisory Board Members from all their meetings held within a period of six months and the Trustee/Local Advisory Board Members resolve that his office be vacated.

71. A person shall be disqualified from holding or continuing to hold office as a Trustee/Local Advisory Board Member if -

    a. he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or

    b. he is the subject of a bankruptcy restrictions order or an interim order.

72. A person shall be disqualified from holding or continuing to hold office as a Trustee/Local Advisory Board Member 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).

73. A Trustee/Local Advisory Board Member shall cease to hold office if he ceases to be a Trustee/Local Advisory Board Member by virtue of any provision in the Companies Act 2006, is disqualified from acting as a Trustee/Local Advisory Board Member by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision) or is otherwise found to be unsuitable by the Secretary of State under the provisions of the Relevant Funding Agreements.

74. A person shall be disqualified from holding or continuing to hold office as a Trustee/Local Advisory Board Member if he has been removed from the office of charity Trustee/Local Advisory Board Member or Trustee/Local Advisory Board Member 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.

75. Not used.

76. Not used.

77. A person shall be disqualified from holding or continuing to hold office as a Trustee/Local Advisory Board Member 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.

78. After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee/Local Advisory Board Member if he has not provided to the chairman of the Trustee/Local Advisory Board Members by the date of the Trustee/Local Advisory Board Member's appointment or as soon as practicable thereafter, a disclosure and barring service certificate (previously known as 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 Chief Executive Officer 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.

79. Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee/Local Advisory Board Member; and he is, or is proposed, to become such a Trustee/Local Advisory Board Member, he shall upon becoming so disqualified give written notice of that fact to the Clerk.

80. Articles 68 to 74, Articles 77 to 79 and Articles 97 to 98 also apply to any member of any committee of the Trustee/Local Advisory Board Members, including a Local Advisory Board, or to any person whom the Trustee/Local Advisory Board Members shall have delegated functions or powers, in each case who is not a Trustee/Local Advisory Board Member.

I have noted the disqualifications, none of which apply to me.

Signed: _____ Date: _____

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FORM 2 - Nomination Form – PLEASE USE CAPITALS

SCHOOL: _____

NOMINEE: I, (names & title in full) _____

of (address, including postcode) _____

_____

Telephone Number: _____

Email Address: _____

Date of birth: _____

would be prepared to stand as a candidate in the election for Parent LAB Member(s) to serve on the Local Advisory Board of the above-named school. I have noted the disqualifications, none of which apply to me. I am a parent/guardian/Foster Carer of the following pupil(s) who are registered at the school:

Name/s: _____

Date of Birth: _____ Class/Form/Tutor Group: _____

Signed: _____ Date: _____

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PROPOSED BY: (full name) _____

Parent/Guardian of: (name(s) of pupil(s)) _____

Class/Form/Tutor Group _____

Signed: _____ Date: _____

SECONDED BY: (full name) _____

Parent/Guardian of: (name(s) of pupil(s)) _____

Class/Form/Tutor Group _____

Signed: _____ *Date:* _____

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FORM 3 - Expression of Interest

The Park Academies Trust are committed to safeguarding and promoting the welfare of children. All LAB members will be subject to an enhanced DBS check prior to appointment

Informal meetings are held with suitable candidates to discuss the role further and to answer any questions before formal appointment.

Occupation:	
Current LAB Memberships or Trustee Positions:	Work Address: (where appropriate please include company name and post code. This is for information only, we will not contact your employer):
Previous LAB Membership or Trustee Positions:	
Please include some detail about yourself including why you would like to become a LAB Member (no more than two hundred words) to support your nomination. This will be used if there is a need for an election by secret ballot. This will on place if there are more nominations than there are vacancies.	

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Current Governorships or Trustee Positions	Safer Recruitment Responsibilities: As part of our responsibilities to the safeguarding of children. Please provide the name, address, email and telephone number of two people we can approach to act as referees. One must be someone who is known to you in a professional capacity and has company contact details as laid out above.
Previous Governorship or Trustee Positions	Referee 1: Referee 2:
DBS: do you have an exisiting enhanced DBS registered with the update service. If yes, please indicate and the HR department will liaise with you to view the document.	YES: NO:
TIME SPENT OVERSEAS: delete as needed In the last 10 years have you spend any periods of 2 months or more overseas? If yes, please give details. You may be required to obtain a Certificate of Good Conduct for time spend overseas.	APPLICABLE NOT APPLICABLE

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