

26 November 2020

Dear Parent/Carer

ELECTION OF PARENT GOVERNOR

I am writing to invite you to consider standing for election as a parent governor for this academy. I am the returning officer for the election and, therefore, will be responsible for the election arrangements. In our academy we have provision for one parent governor. Parent governors are elected to serve for a four year period.

All governors have the same roles and responsibilities, which are set out in the attached governor role profile.

If you would like to stand for election, please complete the attached nomination form and return it by Thursday 10th December by post to:

Lauren McCaffrey
Returning Officer
Millbridge, A SHARE Primary Academy
Vernon Road
Liversedge
West Yorkshire
WF15 5HU

No special qualifications are needed and the most important thing is to have a keen interest in the academy and be prepared to play an active part in the governing body's work. Training is available for all governors and this governing body has an expectation that those new to being a governor attend free induction training.

Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum 250 words). The statement should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make to the governing body.

If there is only one nominee, s/he will be automatically elected as parent governor. If there are more nominees than vacancies, an election will be held and copies of candidates' personal statements and ballot procedure will be circulated to all parents. Ten school days will be allowed for the return of ballot papers.

All parents with children who attend the academy on the closing date are eligible to be elected and to vote in an election.



01924 668836



Millbridge, A SHARE Primary Academy
Vernon Road, Liversedge,
West Yorkshire WF15 6HU



millbridge.office
@sharemat.co.uk



millbridge.org.uk

Valuing people, supporting personal best

Share Multi-Academy Trust, an exempt charity and a company limited by guarantee. Registered in England and Wales 07729878.
Head Office SHARE Multi-Academy Trust, c/o Shelley College, Huddersfield Road, Shelley, Huddersfield, HD8 8NL



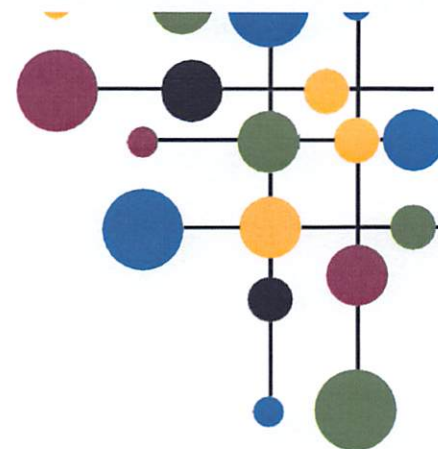
I do hope you will consider standing as a governor. If you would like more information about being a parent governor please let me know.

Yours sincerely

LMcCaffrey

Lauren McCaffrey
Returning Officer





Local Governor Role Profile and Person Specification

Job title:	Local Governor
Location:	Local governing body meetings to be held in the academy. Site visits to SHARE Multi-Academy Trust academies and central office from time to time
Hours:	Up to four full local governing body meetings a year, in addition, governors may be invited to attend committee meetings Regular review of reports and documentation Availability for induction and training programmes Occasional academy visits during academy hours by prior arrangement with the academy
Salary range:	Voluntary
Term of office:	Four years
Date adopted by the board:	9.7.19

Job purpose

SHARE Multi-Academy Trust board of directors has established for each academy/federation of academies a local governing body (LGB). Each LGB's role is to provide advice to the board in relation to the functioning of the relevant academy/federation. The areas upon which each LGB will provide such advice, appropriate comments and recommendations are set out below.

Job Description

Strategy, vision & goals

- Scrutinise leaders' actions, checking they are being made in the best interests of children, young people and families.
- Contribute to the trust's vision, values and goals, advising leaders and directors accordingly.
- Engage with wider stakeholders, especially parents, to promote plans and gather feedback.

Curriculum

- Provide guidance to the Executive Headteacher or Principal about local needs.
- Help make decisions about local variations to the curriculum, operating within the trust's policies and financial parameters.

Assessment & targets

- Review progress against school targets and challenge leaders where groups of pupils are not achieving high enough standards. Check strategies for raising the performance of vulnerable groups (PP, SEN/D) are having a positive impact.

Pupil behaviour, wellbeing & safety, including safeguarding and attendance

- Undertake checks that safeguarding processes are being followed effectively.
- Advise leaders about behaviour policy and its implementation.
- Review exclusions through a panel hearing where required or in support of behaviour improvement strategies.

Teaching & Learning

- Receive reports about teaching and learning quality, training and support. Challenge and support leaders about the effectiveness of strategies.

SEND & Equalities

- Receive reports on the effectiveness of strategies for supporting pupils with SEND. Check leaders are complying with the SEN Code of Practice and Equalities legislation.

Parents & Community

- Consult with parents and local communities, to ensure their views are adequately represented in school and trust decision-making processes.
- Liaise with directors (trustees), trust and school leaders, to ensure parents and local community views are shared and considered.

Finance

- Receive budget reports and question leaders over the use of funds to secure the school's goals.
- Provide input on some spending decisions, within the trust's agreed framework.
- Receive internal and external audit reports.

Human Resources

- Engage in disciplinary and grievance matters if required.
- Receive reports on pay, appraisal, training and other HR related matters.
- Challenge and support the principal on overall approach to HR matters.

Risk, including health & safety and data protection

- Receive risk reports, including health & safety assessments.
- Monitor approach to risk, including health & safety matters.

Estates, contracts and infrastructure

- Informed of capital investment plans.
- Contribute to discussions about capital investment, trust policy and contract management.

ICT

- Receive reports about ICT strategy and policy.
- Contribute to discussions about implementation at school level and overall trust policy.

Core Competencies

The following core competencies and skills expected of all governors are that they will:

- work as a team;
- attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- be respectful of the views of others and to be open to new ideas and thoughts;
- treat all confidential information confidentially;
- act with integrity, avoiding any personal conflicts of interest;
- develop an understanding of the values and aims of the trust and its academies and the roles played by all individuals in fulfilment of the trust's vision;
- understand the policies and procedures of the trust and how these flow down to the academies;
- support the trust in public and act as an ambassador of the trust and the academies;
- commit to training and skills development;
- be ready to ask questions;
- be focused on problem solving and be ready to learn from past experiences;
- adhere to the Nolan Principles in their conduct (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

Person Specification

Personal qualities and values – to have:

- desire to create positive change for young people;
- commitment to the values and aims of SHARE Multi-Academy Trust;
- willingness to devote time and effort;
- ability to work effectively as a team while contributing an independent perspective;
- ability to build productive and supportive professional relationships;
- commitment to equal opportunities and anti-discriminatory practice;
- commitment to Safeguarding young people.

Education, knowledge and skills:

Governors must have a sufficient level of education and expertise to be able to understand and interpret the range of information required for the effective leadership and management of an academy.

Legal Requirements:

Individuals who are not able to make the following declarations may not serve as a governor:

- I am not disqualified from acting as a charity trustee;
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction that is legally regarded as "spent");
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft;
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance;
- I am not an undischarged bankrupt;
- I have not made compositions or arrangements with my creditors from which I have not been discharged;
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
- I have not been disqualified from serving as a company trustee;
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of a school.

Equality & diversity statement

SHARE MAT recognises the trust's responsibility for setting standards of fair treatment. The trust will provide equal opportunities to any pupil, volunteer, trustee, employee or applicant and will not discriminate either directly or indirectly. Our aim is that our team will be truly representative of all sections of society and everyone feels respected and able to give of their best.

Safeguarding commitment

SHARE MAT is committed to keeping all our children and young people safe. We must therefore check potential governors are not prohibited from working with children. As such, every governor will be subject to an enhanced DBS disclosure and barring check (paid for and organised by the trust).

I am able to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012 which does not disclose any reason why I should be unsuitable for working with children.

Signed by the applicant

Name of applicant

Date

Appendix B – parent governor nomination form



Election of parent governor

Please return your completed nomination form by Thursday 10th December 2020 addressed to:

**Mrs Lauren McCaffrey
The Returning Officer
Millbridge, A SHARE Primary Academy
Vernon Road
Liversedge
West Yorkshire
WF15 6HU**

Please enter in BLOCK LETTERS the name and address of the person being nominated for election:

Name: _____

Address: _____

Signature of person nominated: _____

Personal Statement (maximum 250 words)

Please note:

- Any parent whose child(ren) attend(s) the academy at the time of the election are entitled to participate in the election.
- Details of the disqualification rules are set out below.

Reasons for disqualification

A person is disqualified from being a local governor if they:

- Are aged under 18 at the date of their election or appointment
- Are a current pupil at an academy in the trust
- Have been declared bankrupt or, are the subject of a bankruptcy restrictions order or an interim order
- Are subject to any of the disqualifying reasons set out in the role profile
- Have been disqualified from holding office as a governor
- Have been disqualified from being a company director and/or a charity trustee
- Have been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have had their estate seized for the benefit of creditors and the declaration of seizure hasn't been discharged, annulled or reduced
- Have been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)

They can also become disqualified from continuing on as a local governor if they:

- Are incapable by reason of illness or injury of managing or administering their own affairs
- Are absent, without the permission of the trustees, from 3 consecutive meetings, and the trustees resolve that their office be vacated