Friday 5th April 2019

**Forthcoming Election of Parent Academy Councillor at Great Barford C of E Primary Academy**

Dear Parents and Carers,

I am writing to inform you that there is one vacancy on our Academy Council for a Parent Councillor and we are seeking nominations of parents or carers interested in taking up this role.

Being an Academy Councillor is a very enjoyable, rewarding and worthwhile role. Parent Councillors are elected by the parents or carers of children attending the school. All parents or carers of children attending the school are entitled to propose or second candidates and vote. Nomination papers for this purpose are also attached to this email. Parent Councillors are elected to represent the parent community not their own individual views and priorities.

The Unity C of E Multi Academy Trust (MAT) Board delegates, through their Scheme of Delegation, the curriculum, progress and achievement as the main focus for the Academy Council.

The Academy Council completes regular Self Evaluations and as a result, although it is not essential, candidates with an additional interest in Health and Safety or building development would be a very welcome asset.

The completed nomination papers must be returned by email to [admin@gbpa.org.uk](mailto:admin@gbpa.org.uk) by **3.30pm on Friday April 26th 2019.**

If the number of nominations received is equal to, or less than, the number of vacancies on the council, there will be no need to hold a ballot. If a ballot is necessary, it will be a "postal" ballot and your child will be asked to deliver and return your voting (ballot) paper. One ballot paper per parent or carer is allowed, irrespective of how many of your children attend the school. Further details of this process and specific dates will be shared if a ballot is required.

Before offering the Parent Councillor position or before a ballot, if one is necessary, the prospective candidate, or candidates, will meet with a member of the MAT Board and Academy Council to discuss the finer details of the remit of Academy Councillor along with responsibilities in terms of commitment and confidentiality. This is in order to ensure that there is a full understanding of the role and all of its associated responsibilities

**More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.**

Thank you for your interest, and involvement in this important process. If you have any queries regarding this election, please contact me via the admin email.

Yours sincerely,



Sarah Evans

Head teacher

**NOTES FOR PARENTS TAKING PART IN PARENT GOVERNOR ELECTIONS**

There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies.

After reconstitution, a parent Councillor will have a term of office of four years unless the Instrument Government states otherwise.

Under the 2012 School Governance Regulations, a person is disqualified from election or appointment as an Academy Councillor of a school if they are an elected member of the LA (a County) or if they work at the school for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment).

Any Academy Councillor may resign at any time during their period of office.

A Parent Councillor does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.

Parents standing as candidates in the election may not propose or second themselves.

Each parent/carer shall be entitled to return one ballot paper irrespective of the number of children in the family attending the school.

Each parent/carer shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.

Each ballot paper must be returned by the date and time fixed by the head teacher, in a sealed envelope, addressed to the headteacher of the school, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid.

The ballot papers will remain unopened in a secure place until the count commences.

All candidates or their Councillors will be invited to attend the counting of the ballot papers.

A notice of the result of the election will be posted on the school website for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election