

To all parents/carers of pupils at Wainwright Primary Academy

Dear Parent/Carer

Parent Governor vacancy nominations for the Samuel Barlow Primary Academy and Wainwright Primary Academy Joint Local Academy Committee

The joint Samuel Barlow and Wainwright Local Academy Committee has vacancies for **two** parent governors and is looking for parents/carers who are interested in this role and have children at either academy. The term 'parent' relates to any person who has 'parental responsibility' as defined by Section 576 of the Education Act 1996. If you have any queries about your eligibility as a parent governor, then please contact me for further advice.

As an academy committee governor, you will normally hold office for a period of 4 years, even if your child leaves the academy during this time. You can however, resign from the committee at any time.

The Academy Committee is responsible for both the conduct of the academy and for promoting high standards. The Academy Committee carries out its role by ensuring clarity of vision and strategic direction for the Academy and then ensuring that the Academy works efficiently and effectively towards achieving its vision. It does this by building a thorough knowledge of the Academy and its community, by supporting and constructively challenging the Academy leadership, and by ensuring accountability and compliance.

Academy Committees are responsible for a wide range of matters which come under three core functions:

- Overseeing the financial performance of the Academy and making sure money is well spent
- Holding the Principal to account for the educational performance of the school and its pupils
- Ensuring clarity of vision, ethos and strategic direction

They do not get involved in the operational day to day running of the school.

Academy Committee governors do not need to be experts in education. What they do need is an interest in the Academy, the local community and in the welfare of our children, as well as the time (preferably daytime as well as early evenings) and willingness to get involved. Academy Committee governors also need what is known as 'soft skills' – the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information.

Our Academy Committee expects its governors to:

- Attend and actively contribute to discussions at Academy Committee meetings, which take 6 times per year / once each half-term. Our meetings are usually held on a Wednesday evening for 2 hours, and we alternate between Samuel Barlow and Wainwright Primary Academies
- Visit both Academies formally for monitoring purposes in a priority area of governance

- Visit both Academies informally for events such as Parents Evenings, Christmas performances
- Work in partnership to improve links with stakeholders of both Academies
- Attend occasional ad hoc meetings
- Commit to governor training and development

In return, our Academy Committee commits to:

- Provide you with a structured induction
- Provide access to quality training
- Provide you with an experienced Academy Committee mentor, if wished
- Support you in your duties

All new and re-appointed Academy Committee governors are required to complete a declaration of eligibility form, and we will make a Disclosure and Barring Service referral.

In accordance with the Academy Governance (Constitution) (England) Regulations 2007 and 2012, an elected member of the Local Authority (LA) or Academy staff who are paid to work at the Academy for more than 500 hours in any consecutive twelve-month period are not eligible for election or appointment as parent academy committee governors. However, they can vote in parent elections if they are parents of children attending the Academy and can be academy committee governors at another Academy.

If you would like to be nominated as a parent Academy Committee governor, you need to:

1. Check that you are eligible by reading the eligibility criteria on the Academy website (Disqualification of Directors document)
2. Once you are satisfied that you are eligible to become an Academy Committee governor, please complete the nomination form on the Academy website which will be available from 17th November 2025. Paper copies can be available from the academy and can also be requested via email on lparker@diverse-ac.org.uk
3. If you wish, you can include a short personal statement, of up to 80 words, about yourself and why you would like to become an Academy Committee governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process
4. All nominations must be received by **4pm on Wednesday 26th November 2025**. Hard copy / paper nominations should be sealed in an envelope marked 'Nomination for Parent Academy Committee Governor' and may be delivered by hand, sent with your child, or by post to the Academy reception / office by the closing date. The onus is on you to ensure that the nomination form is received by the Academy. Electronic nominations should be emailed to me, the Returning Officer, Lynsey Parker at lparker@diverse-ac.org.uk

I will acknowledge your nomination within two working days of the closing date. If you believe you have submitted a nomination by the closing date and do not receive this acknowledgement, then please contact me.

If more nominations are received than the number of vacancies, then an election will be held. For the purpose of the election, ballot papers will be available to all parents or carers with students at the Academy, together with any details that you and other nominees have provided.

Information on becoming an Academy Committee governor is available on the [Governance section of the Academy website](#) but if you would like to find out more about the role and how you can contribute, please email me at lparker@diverse-ac.org.uk

Alternatively, please leave your contact details with the school office and I will arrange for either our Chair of Governors or myself to discuss the role further with you.

We look forward to hearing from you.

Yours sincerely

ℓ Parker

Lynsey Parker

Governance Professional – Samuel Barlow and Wainwright Local Academy Committee