

Our ref: JFM/JC

13 September 2018

Dear Parents and Guardians

### **Election of Parent Trustees**

I am writing to invite you to consider standing for election as a parent governor for this academy or to nominate another parent to do so. There are currently **two vacancies** for parent trustees.

The board of trustees at the academy has a complement of 14 trustees. Parent trustees serve a four-year term, although they can resign at any time and can stand for re-election when their term of office ends provided their child is still at the academy.

The trustees are the academy's strategic leaders and have a vital role to play in working with me to make sure every child gets the best possible education. They have a strong focus on three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Principal to account for the educational performance of the academy and its students; and
3. Overseeing the financial performance of the academy and making sure its money is well spent.

No special qualifications are needed to become a parent trustee, but we do need trustees who have the following qualities:

- A keen interest in education and our academy in particular
- A willingness to listen and make informed judgements
- The ability to work well with others
- An open and enquiring mind, and a willingness to learn
- A desire to play an active part in improving our academy
- A willingness to give about 10 hours per term to attend meetings of the full governing body (meetings are held once a term, usually in the evening) and committees, conduct academy visits, attend academy functions and attend training

In order to support trustees in their work the academy will ensure that trustees will have access to full training at no charge to the individual, the support of our current trustees will also be given to ensure that you are secure in your role.

Serving as an academy trustee is a very rewarding experience. It will provide you with an insight into the wider perspective of the academy through its long-term strategic planning, give you a chance to develop skills in strategic management, and provide you with a sense of achievement in making a difference to our academy and the education of its young people.

If you would like to stand for election, or to nominate someone else, please complete the attached form and return it to me **within two school weeks, ie by Friday, 28th September 2018**. You can self-nominate. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement (maximum of 250 words). The statement should contain biographical details and set out:

- Evidence of the extent to which you possess the qualities, skills and experience needed by the board of trustees (see above);
- Your commitment to undertake training to acquire or develop the skills to be an effective trustee;
- How you plan to contribute to the future work of the governing body.

If the number of nominations received is equal, or less than, the number of vacancies, the nominees will automatically be elected as parent trustees. If, however, there are more nominations than vacancies, an election by secret ballot will be held and copies of the personal statements will be sent to all parents. Nominees who have not submitted a personal statement with the nomination form will NOT be able to submit a statement at this stage and no changes can be made to a statement submitted with the nomination form. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy, no matter how many children he or she has at the academy.

Because appointment as a school trustee will give access to children, the academy requires trustees to undertake an Enhanced DBS check.

I do hope you will consider standing as a trustee or else nominating another parent or carer using the nomination form below. If you would like more information about being a school trustee, please contact the academy as we will happily arrange an informal meeting with a current trustee. There is a list of current trustees on the school's website and within the school reception. To contact a trustee please e-mail the academy at: [info@dccacademy.org.uk](mailto:info@dccacademy.org.uk).

Yours faithfully

**Mr Jamie MacLean**  
**Principal**

**Nomination Form  
ELECTION OF PARENT TRUSTEES  
DOVER CHRIST CHURCH ACADEMY, Melbourne Avenue, Dover, Kent CT16 2EG**

Please enter IN BLOCK LETTERS your name and address (You must be the parent/carer of a child registered at the school)

Name:

Address:

Signature of nominee:

Parent /Carer of (Name of Child/ren):

Signature of proposer:

*(If you are proposing another parent only)*

Name and address:

*(If you are proposing another parent only)*

Parent /Carer of (Name of Child/ren):

*(If you are proposing another parent only)*

We would ask that you include a statement of strictly **no more than 250 words** to support your application.

Please note:

(I) Further nomination forms can be obtained from the School Office. A parent or carer may not propose or second more nominees than there are vacancies for parent trustees.

(II) People who are bankrupt, or have recently been sentenced to 3 months or more of imprisonment (without the option of a fine), may not serve as trustees. For full details of the disqualification, rules please refer to the academy. Because appointment as a school governor will give access to children, there is currently a requirement for trustees to undertake an Enhanced DBS check.

(III) A person is disqualified from election or appointment as a parent governor of a school if they are an elected member of the LA or if they work at the academy for more than 500 hours (ie for more than one-third of the hours of a full time equivalent) in a school year (at the time of election).

(IV) The term "parent" includes guardians, foster parents and any person who has actual custody of a child.

**PLEASE RETURN THIS FORM TO THE ACADEMY BY WEDNESDAY, 26 SEPTEMBER 2018.  
MARKED FOR THE ATTENTION OF MR I SMITH.**