



*Kelvedon St. Mary's
C of E Primary Academy
& Autism Support Centre*

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Headteacher: Mr. M. D. Walsh BEd (HONS) NPQH

9th February 2018

Dear Parent / Carer

PARENT DIRECTOR ELECTION

For the past eight years Mark Walsh has played a full part in being a Parent Director and has been an active member of the Finance and Personnel Committees. Under the rules at the four year point the post must be advertised. With children still at our school Mark has indicated his intention to stand for re-election. Notwithstanding his intent, other parents are welcome to apply for this vacancy.

As an academy the role of Governor has changed considerably. The new title is Director and as such certain legislative responsibilities have been introduced. Parent Directors play an important role as members of the board, which is responsible for directing the conduct of the school and for promoting high standards of educational achievement. The work of being a Director is immensely rewarding and offers the opportunity to shape the future of our excellent school. The term of office is for four years. This voluntary role is reasonably demanding and so prospective candidates are encouraged to discuss the time commitment with the chair Andy Hayman CBE, QPM or vice chair Sarah Openshaw (Contact details are available at the school office). Training is available and those new to being a Director are encouraged to attend induction training.

Eligibility

To be eligible to be elected as a parent Director you must meet the criteria below:-

1. Not be in paid employment within the academy for 500 hours per academic year or more. If after election, a parent Director takes up employment at the academy they may no longer continue as parent Director.
2. Not be an elected member of the Local Authority.
3. Must have at least one child at the academy at the time of election.
4. Applicant/s must be aged 18 or over.
5. Meet Director qualification criteria (part of the application pack)

Disqualification and Checks

The successful candidates will be required to submit an application through the school to the Essex County Council Disclosure and Barring Service for an enhanced criminal record check. Upon receipt of a satisfactory check and receipt of DBS certificate the appointment will commence.

Process

As part of the application process Parents/carers putting their names forward will be invited to provide some brief biographical details and reasons for applying, which in the event of more nominations than vacancies would be used for in a secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

If you would like to stand for election to become a Parent Director, you should confirm your eligibility by completing an application pack available from the Office. The signed pack will need to be returned to the academy office, in a sealed envelope no later than Friday 23rd February.

Further details

If you have further queries, which have not been answered, please contact Caroline White, Clerk to the Governing Body email: clerk@kelvedonacademy.com

Yours sincerely

M Walsh

Mr M Walsh
Headteacher

