



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

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

## PARENT/CARER DIRECTOR ELECTION

1<sup>st</sup> April 2019

Dear Parent/Carer,

Our school is now part of the Canonium Learning Trust (which we established as an open multi academy trust). Within our school we have created a Teaching and Learning Council which fulfils part of the governance function alongside the directors of the trust.

Parent/Carer Directors play an important role as members of the Teaching and Learning Council, 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 trust 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/Carer 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. 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/Carer 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 26<sup>th</sup> April 2019.

Yours sincerely

*M Walsh*

Mr M Walsh  
Headteacher

