Dear Parent/Carer,

**PARENT ACADEMY COMMITTEE MEMBER ELECTION**

I am writing to you to invite you to stand for election as a parent Academy Committee member, or nominate another parent to do so. In our school we have provision for 2 parent committee members and there are currently two vacancies.

The Academy Committee is a committee of the Trust Board of Wimborne Academy Trust (the “Trust”) and carries out certain school level governance functions and therefore plays an important role in the running of the school.  The committee works with the Headteacher, staff and Wimborne Academy Trust to ensure that the school continues to improve and offers a safe, secure and happy environment in which children can learn.  The role includes attending termly meetings, which are used to discuss and contribute to issues including educational provision and curriculum, achievement and attainment, SEND provision, and all aspects of school life such as attendance, pupil wellbeing, safeguarding and community engagement.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Academy Committee’s work.

Training is available for all Academy Committee members. The Board of Trustees has an expectation that Academy Committee members complete mandatory core governance and safeguarding on-line training courses. Academy Committee members must also undertake to support the purpose and aims of the Trust. Please contact the school/AC Clerk if you would like further information.

The enclosed sheet summarises the circumstances under which someone cannot serve as an academy committee member. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the school.

If you would like to stand for election, please complete the enclosed nomination form and return it to the school no later than 31 October 2021. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

*Lucy Bartlett*

Returning Officer.

Lucy Bartlett

Academy Committee Clerk

c/o School Office