

Dear Parent/Carer

### **Nominations for Parent/Carer Members of the Academy Council**

The Academy is seeking 2 nominations for Parent/Carer Members (governors) to sit on the Academy Council of Outwood Primary Academy Greystone. One place to start September 2023 and the other to start October 2023. If you would like to put yourself forward for this position, you will need to complete the attached nomination form and return it to the Clerk to the Academy Council at the Academy no later than Friday 9th June 2023 or via email: [j.metcalfe@greystone.outwood.com](mailto:j.metcalfe@greystone.outwood.com), within the same timescale. The successful candidates will undergo an induction process to help them understand and fulfil their role.

If on the closure for nominations there are more than two nominees, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, this should be included with your nomination form.

Please find attached to this letter a fact sheet – Becoming a Parent/Carer Member of an Academy Council; Regulations Applying to Potential and Current Members of Academy Councils; and the Code of Practice for the Election of a Parent/Carer Member of the Academy Council.

The Academy Council is a sub-committee of the main Outwood Grange Academies Trust Board and we meet every half term for approx. two hours. We are currently meeting in person but governors are welcome to join the meetings via GoogleMeet if they prefer. Any papers or reports are circulated beforehand and governors are expected to read these (1-2 hours) and come to the meeting with any questions they may have to ensure we are providing support and challenge to the school leadership team. Governors are also expected to visit school at least annually to observe and report back on an area of school improvement. As you would expect, there is mandatory training on Child Protection and Safeguarding issues every year. This is done online, in your own time .

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council on the above email address.

Alternatively, if you are interested and would like to have a further conversation with myself please contact the school office or come and see me at the school gate.

Yours faithfully



Matthew Vickers  
Lead Principal