



THE CARLTON JUNIOR ACADEMY

The Carlton Junior Academy

Garden Avenue

Foxhill Road

Carlton

Nottingham, NG4 1QT

0115 9110402

office@carltonjunior.org.uk

www.thecarltonjunioracademy.org.uk

Headteacher: Sharon Wood

23rd January 2024.

Dear Parents/Carers,

We are currently seeking nominations from parents who are interested in joining the Local Academy Board (LAB) of The Carlton Junior Academy.

If you feel that you would be interested in this role, please read the enclosed information, including the **Declaration of Eligibility (RHA1C)**, and complete and return the **application form** by Friday 9th February 2024. All newly elected/appointed governors must hold an enhanced Disclosure and Barring Certificate (DBS). The LAB must apply for such a certificate within 21 days of election/appointment of a new governor. Further information on this process can be viewed and downloaded at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#disclosure-checks-dbs-checks>

Interested parties should also check the Trust Terms of Reference for more details about disqualification from becoming a school governor:

<https://www.redhillacademytrust.org.uk/governance-documents>

A person is disqualified from election or appointment as a Parent Governor if they are an elected member of the Local Authority or if they work at the school for more than 500 hours in any consecutive 12-month period.

In all types of schools, LABs should have a strong focus on 3 core strategic functions:

1. Ensuring clarity of vision, ethos, and strategic direction;
2. Holding the Head of School to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

There is an expectation that if elected/appointed you will be willing to:

- undertake appropriate induction & safeguarding training
- prepare for and attend all meetings regularly
- be willing to undertake further training to develop your skills, as necessary.

This LAB would particularly welcome nominations from parents with skills/experience in data analysis and/or HR, to help improve its effectiveness and address current challenges.

Please see **Person Specification** (Appendix 2) and the **Key Principles of Governance** (Appendix 3).

For further detailed information on the role of the governor, please see the Governors' Handbook:

<https://www.gov.uk/government/publications/governance-handbook>

All governors are expected to abide by the adopted **Code of Conduct** (Appendix 4).

On the Application form Section 7, you may briefly wish to set out:

- evidence of the extent to which you possess the skills and experience the LAB desires or at least the capacity and willingness to develop them.
- your commitment to undertake training to acquire or develop the skills to be an effective governor.

The LAB works collectively as a group. If you are thinking of standing as a Governor, remember that you will need to attend a minimum of four meetings a year. Meetings of the LAB are usually held on a Wednesday at 5.00pm. However, ad-hoc meetings and Disciplinary Committee meetings may be earlier in the day.

The term of office for all Governors is usually 4 years. If you are appointed, you may serve out your term of office even if your child leaves the school before your term of office finishes. You can, however, resign from the LAB at any time.

You are responsible for ensuring that your application form is received by the deadline. It may be delivered in a sealed envelope marked 'Application for Parent Governor' by hand, sent to school with your child, sent by first class post, or emailed to office@carltonjunior.org.uk.

If, after reading the recommended documentation, you have any further questions, please do not hesitate to contact the clerk.

Yours sincerely,

Angela Cooke
Clerk to Governors