



Dear Parent/Carer,

PARENT REPRESENTATIVE ELECTION

I am writing to you to invite you to stand for election as a parent representative, or nominate another parent to do so. In our school we have provision for 2 parent representative(s).

The School Community Board is a Committee of the Board of Trustees and has some delegated decision-making powers in accordance with the Scheme of Delegation.

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 school community board's work. Training is available for all representatives and this board of representatives has an expectation that those new to being a representative attend induction training.

Overleaf summarises the circumstances under which someone cannot serve as a representative. Nominations must be from parents or carers with children at the school on the day that nominations close. Representative must be aged 18 or over at the date of this election or appointment.

If you would like to stand for election, please collect an application form and job description from the School Office or website and return it to the school no later than midday on 20.01.23.

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,

Returning Officer

Disqualifications to Serve as a School Representative

A Representative shall be disqualified from serving on the Academy/School Community Board if:

- I. Their estate has been sequestrated and the sequestration has not been discharged, or that person is subject to a bankruptcy restrictions order.
- II. They are subject to a disqualification order under the Company Trustees' Disqualification Act 1986, or to an order made under the Insolvency Act 1986.
- III. By order of the Charity Commission that person has been removed from the office of charity Trustee on the grounds of misconduct or mismanagement in the administration of the charity for which they were responsible or to which maladministration her/his conduct contributed.
- IV. They are included in the list kept by the Secretary of State under Section One of the Protection of Children Act.
- V. That person is disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000
- VI. That person is barred from regulated activity relating to children within the meaning of the Safeguarding of Vulnerable Groups Act 2006.
- VII. A direction has been made against her/him under section 142 of the Education Act 2002 or is subject to a prohibition order which takes effect as if contained in this direction.
- VIII. They have at any time, been convicted of any criminal offence excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of an offence which falls under the Charities Act 1993, section 72.
- IX. They do not provide the Chair of the SCB with a criminal records certificate at an enhanced disclosure level. In the event that the certificate discloses information which in the opinion of the Chair or the Head Teacher confirms their unsuitability to work with children that person shall be disqualified.
- X. In exceptional circumstances there is clear evidence of a serious breach of the Representative's Code of Conduct.