



# Our Lady and St Chad Catholic Academy

Old Fallings Lane Wolverhampton WV10 8BL  
Telephone: 01902 558250 Fax: 01902 558251  
Website: www.olsc.org.uk  
Email: info@olscmail.org.uk  
Principal: Miss T.H.L Ellis B.Ed

October 2018

Dear Parent

### ELECTION OF PARENT ACADEMY REPRESENTATIVE

The Articles of Association and Scheme of Delegation requires that the Academy Committee must include **2** parent governor(s) who have been elected by the parents of registered students of the Academy and who are themselves parents of registered students of the Academy at the time of their election. However, any parent who is an elected member of the local authority or employed to work at the Academy for more than 500 hours in any twelve consecutive months is not eligible to be a parent representative.

There is currently **1** vacancy and you are therefore invited to take part in the election of **1** parent Academy Representative for this Academy who will serve on the Academy Committee for **4** years unless they resign the post in the interim.

Nomination forms are available from **Mrs S Birch and a form is attached for you to use if you prefer.** This form must be returned to the Academy no later than **12:00 Noon** on **Tuesday 23<sup>rd</sup> October 2018.** Should 1 nomination be received by the official closing date, the candidate will be duly elected unopposed. In the event of there being **2** or more nominations an election will take place between **6<sup>th</sup> November** and **9<sup>th</sup> November 2018.** Information on voting arrangements will be sent to you at a later date.

Please note that you should not participate in more nominations than there are vacancies. Each nomination requires two proposers.

In the meantime, please acknowledge receipt of this letter by returning the slip given below.

Yours sincerely

Mrs B Kent  
Returning Officer

I, the undersigned, being a parent of ..... in class .....  
acknowledge receipt of your recent letter concerning the election of an Academy Representative.

Signed: .....

Date: .....

Please return to: **Mrs S Birch, PA to Principal c/o the Academy**





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## APPENDIX B

### Becoming a Parent Academy Representative

By signing the nomination paper eligible candidates indicates that they understand and accept the stated conditions, understand that they must apply for DBS disclosure certificate within 21 days of being elected and accept that their appointment will be invalid if a satisfactory disclosure is not obtained. The Academy will assist in the application of the DBS certificate following the completion of the election process. Refusal to submit to the check will result in disqualification as a parent Academy Representative.

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**Pope John XXIII**  
Multi Academy Company





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## APPENDIX C

### NOMINATION FORM FOR NOMINATION OF A PARENT ACADEMY REPRESENTATIVE TO SERVE ON THE ACADEMY COMMITTEE OF OUR LADY AND ST CHAD CATHOLIC ACADEMY FOR 4 YEARS

Candidate Name (Block Capitals)	
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Nominator 1 Name (Block Capitals)	Address
Parent of	Year(s)
Signature	Date

Nominator 2 Name (Block Capitals)	Address
Parent of	Year(s)
Signature	Date

I accept the above nomination. In the event of a ballot being necessary I wish the attached information in support of my candidature (e.g. comprising not more than 100 words) to be circulated to those entitled to vote.

I understand that neither the local governing body nor Returning Officer bear any responsibility for the validity of any statement made.

By signing this nomination paper I acknowledge that I understand and accept the conditions printed overleaf, agree to undertake a disclosure via the Disclosure and Barring Service and accept that my appointment, if elected, will not be valid until such a disclosure has been obtained.

Candidate Name (Block Capitals)	Address
Parent of	Year(s)
Signature	Date

Please return to: **Mrs S Birch, PA to Principal c/o the Academy by 23<sup>rd</sup> October 2018.**

See overleaf





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## APPENDIX C

If elected to serve as An Academy Representative I hereby recognise and confirm that:

- i. My appointment places a statutory duty upon me to ensure that the religious character of the Academy is preserved and developed and that the school is conducted in accordance with the provisions of the Archdiocesan Trust Deed [Schedule 9, paragraph 2(a) and (b), School Standards and Framework Act, 1998].
- ii. My appointment requires me to comply with the provisions of Canon Law, the teachings of the Catholic Church and such determinations made by the Archbishop and his Trustees and their agent, the DES, in respect of the school or other schools situated in the Archdiocese.

Under the above regulations, I declare that I am not disqualified from serving as a school governor and that:

- i. **I am not** a registered student at the Academy;
- ii. **I am** aged 18 or over at the date of this appointment;
- iii. **I am not** an elected member of the local authority.
- iv. **I am not** paid to work at the Academy for more than 500 hours in any twelve consecutive months.
- v. **I have not** been removed by the local governing body/Academy Committee of any school from the position of Parent Academy Representative or Staff Academy Representative at that school within the five years preceding submitting a nomination form for this position of Parent Governor.
- vi. **I am not** a bankrupt.
- vii. **I am not** subject to a disqualification order under the Company Directors Disqualification Act 1986; the Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429(2)(b) of the Insolvency Act 1986;
- viii. **I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, been removed under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body;
- ix. **I am not** included in the list kept under section 1 of the Protection of Children Act 1999 (List 99) of those considered by the Secretary of State as unsuitable to work with children; subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as it contained in such a direction; barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006; disqualified from working with children under sections 28,29 or 29A of the Criminal Justice and Court Services Act 2000; disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care; or disqualified from registration under Part 3 of the Childcare Act 2006
- x. **I have not**, within the period of five years ending with the date immediately preceding the date on which the appointment is due to take effect, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;
- xi. **I have not**, in the twenty years ending with the date immediately preceding the date on which the appointment is due to take effect, been convicted of any offence and had passed on me a sentence of imprisonment for a period of not less than two and a half years;
- xii. **I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;
- xiii. **I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises.

