



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

March 2017

Dear Parents

Academy Committee of Our Lady and St Chad Catholic Academy

School has a vacancy for one Parent Representative. It is necessary, therefore, for an election to be held to fill these vacancies.

The term of office for Academy Representatives is usually four years, although a Representative may resign his/her office at any time. The Law requires an Academy Committee to meet three times during each School Year. However, most Academy Committees meet more frequently.

The Academy Committee has a range of powers and duties. In broad terms they are:

- Helping to establish (with the Principal) the aims and policies of the Academy and how the standards of education can be improved;
- Deciding the conduct of the academy – that is, how in general terms, it should be run;
- Helping to draw up (with the Principal and Staff) the School Development Plan;
- Helping to decide how to spend the academy's budget;
- Making sure that the National Curriculum and Religious Education are taught;
- Selecting the Principal;
- Appointing, promoting, supporting and disciplining other staff;
- Acting as a link between local community and the academy.

You are, therefore, asked to consider putting your name forward to serve as a Parent Governor. If you are interested please complete the attached nomination form, additional copies of which are available from the Principal's PA's office and return it to me no later than **Tuesday 14th March 2017**. A space has been provided on the form for you to write a short statement about yourself (no more than 50 words), which will be used to inform other parents about the candidates if it becomes necessary to hold an election.

If at the end of the school day on **Tuesday 14th March 2017**, the nomination for this Academy equals the number of vacancies for Parent Representative (1), voting will not be necessary and the nominated person will be declared Academy Representative. However, if more than two nominations are received it will be necessary to hold the first stage of the election process to determine Parent Representative for this Academy. Ballot papers will be issued to parents on **Friday 17th March 2017**. Completed ballot papers must be returned to the academy, preferably in a sealed envelope marked 'BALLOT PAPER' by **12 Noon on Tuesday 21st March 2017**.

You may return the form in person, ask your child to deliver it to the Principal's PA or via email (info@olscmail.org.uk) or post. The result of the ballot will be displayed on the Academy website as soon as all the votes have been counted and the candidates who receive the most votes will be notified of their election.

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Certain people may not be eligible for election because they are bankrupt or have been convicted of certain criminal offences. A person is also disqualified from election or appointment if they are an elected member of the Local Authority, or if they work at the Academy for more than 500 hours (i.e. for more than one-third of the hours of a full time equivalent) in a school year at the time of election or appointment. If you require further information on the above please contact the Services4Schools, telephone 01902 203998. Advice will be given in the strictest confidence.

Should you have any other queries regarding this election process please do not hesitate to contact me.

Yours sincerely

MISS T H L ELLIS
Principal





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NOMINATION FORM – ELECTION OF PARENT REPRESENTATIVE OUR LADY AND ST CHAD CATHOLIC ACADEMY

I wish to nominate myself (your name)

Parent (or carer) of(child’s name)

of

.....

..... (child’s address)

as a Parent Representative of Our Lady and St Chad Catholic Academy

for the period of to

Signed

Print

Address

.....

.....

PERSONAL STATEMENT (no more than 50 words)

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