



Hawes Side Academy

Principal: Mrs C Boothroyd
B.Ed (Hons) NPQH

Johnsville Avenue,
Blackpool, FY4 3LN

(Registration No.8161246)

10th January 2025

Dear Parent/Carer,

PARENT TRUSTEE (GOVERNOR) ELECTION

We currently have a vacancy for a Parent Trustee on our board of trustees.

The parent trustee role is no different from any other trustee on the governing board but does allow the opportunity to bring a parental perspective to issues being discussed in meetings. While as a parent trustee you would not be there to speak 'on behalf' of other parents you will be able to provide the governing board with your viewpoint as a parent. This ensures good decisions are made and there is a link between governance and the parent community. Some examples have been provided below to help you understand how this will work in practice.

There is a commitment to attend six meetings a year, all held in-person wherever possible, at the academy at 5.00pm. In return we will provide the opportunity of training to support your role and with key information in preparation for meetings.

If you are interested in being considered for this position, or indeed would like to nominate another parent, please complete the nomination form at this [link](#) **by 12 noon on Friday 24th January 2025**. Please ensure if you wish to nominate someone you have their consent first and please also note the list of disqualifications enclosed – if you fall into any of these categories, you will not be able to be appointed to the position.

In the event of more than one person applying for the same position, an election will be held amongst all parents of the academy, and the candidate with the highest number of votes will be appointed. Please see the provisional timetable for this enclosed.

For further details about governance at Hawes Side Academy please visit our [website](#) and for a wider perspective of Governance please see the [Academies Trust Governance Guide](#).

If you have any questions about the role please do not hesitate to contact Mrs Foxton in the academy.

Yours sincerely,

Mrs Foxton
Returning Officer

“Everyone Matters, Everyone Succeeds”

Tel. 01253 402541 | admin@hawes-side.co.uk | www.hawes-side.org.uk

Parent Trustee Election Procedure

When	What
10th January 2025	Community informed of the vacancy and nomination process/deadline by letter
24th January 2025	Nomination deadline
24th January 2025	<p>Nomination count by returning officer</p> <p>Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the governing board will appoint parent trustees to the vacancy or vacancies in accordance with the School Governance (Constitution) (England) Regulations 2012.</p> <p>If there are more nominations than vacancies, a ballot will be conducted.</p>
24th January 2025	<p>(If required) Ballot process begins (depending upon number of nominations)</p> <p>Ballot process letter sent with a 10-working day opportunity to vote. (Deadline 7th February 2025)</p>
7th February 2025	<p>At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and trustees will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a “spoiled” ballot should be included. The outcome of the vote will be decided by the simple majority vote system.</p> <p>In the event of a tie, there will be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.</p>
7th February 2025	<p>The clerk to the board will inform all candidates individually about the result of the ballot.</p> <p>Other parents will be notified of the result via school newsletter and/or website</p>

Qualifications and disqualifications to serve as a school governor (trustee)

(NGA Model Procedures – Parent Governor (Trustee) Elections©National Governors' Association 2015)

A governor (trustee) must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

A person is disqualified from election or appointment as a parent governor (trustee) if s/he:

- is employed at the school for more than 500 hours in any 12 consecutive months;
- is an elected member of the Local Authority.

A person is disqualified from holding or continuing to hold office as a governor (trustee) or associate member if he or she:

- is a registered pupil at the school;
- has failed to attend governing board meetings at the school without the consent of the governing board, for a continuous period of six months;
- has been disqualified for failing to attend governing board meetings at the school without the consent of the governing board, for a continuous period of six months whilst serving as a foundation, local authority, co-opted or partnership governor (trustee) at the school in the last 12 months;
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order);
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or to which he contributed or he facilitated by his conduct; or
- has 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;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children (under section 1 of the Protection of Children Act 1999);
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction);
- is subject to a direction of the Secretary of State under section 128 of the Education and Skills Act 2008;

- is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006;
- is disqualified from working with children under sections 28, 29, or 29A of the Criminal Justice and Court Services Act 2000;
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has been convicted of any offence and received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor (trustee);
- has been convicted of any offence and received a prison sentence of two and a half years or more in the 20 years before becoming a governor (trustee);
- has been convicted of any offence at any time and received a prison sentence of 5 years or more;
- has been convicted of an offence and sentenced to a fine under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor (trustee);
- has refused a request by the clerk to the governing board to make an application under section 113B of the Police Act 1997 for a criminal records certificate.

What is the parent trustee role?

Examples

Example	Do ask	Don't say
School uniform change	<p>'Has the school consulted parents on the proposed uniform changes? If not, why not?'</p> <p>'How has the school explained the proposed changes to parents?'</p> <p>'Has the school considered the cost of this change to parents?'</p>	<p>'As a parent, I've spoken to other parents in the playground and we all think the uniform shouldn't change.'</p>
School policy change	<p>'How have parents been consulted on the new school policy?'</p> <p>'Has the school explained to parents the reasons behind the change?'</p> <p>'What alternative options are available for pupils whose parents disagree with the changes?'</p> <p>'How will this change impact parents?'</p>	<p>'Parents have come up to me asking why the policy has changed. They say they prefer the old one.'</p>
Curriculum change	<p>'How has the school communicated the curriculum change to parents?'</p> <p>'Have parents been given the opportunity to ask questions and get further clarity?'</p>	<p>'Parents want me express to you that they disagree with the changes. They don't feel the changes reflect what they want their children to be taught.'</p> <p>'A number of parents have told me they're confused about why the curriculum has changed.'</p>
Complaints and Grievances	<p>Elected parent trustees will need to set the expectations with other parents by being clear that you are not there to speak on their behalf, bring up individual issues and concerns in the meetings or to solve their problems.</p> <p>Complaints and grievances will be managed by the academy in line with agreed and published policy.</p>	