



DIOCESE OF SOUTHWELL  
& NOTTINGHAM

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MULTI ACADEMY TRUST

13<sup>th</sup> October 2020

To the parents of students at The Samworth Church Academy

Dear Parents

**Nominations for parent governors**

The governing body of your academy has one parent governor vacancy and is looking for parents who are interested in this role and who have children at the academy. The term 'parent' relates to any person who has 'parental responsibility' as defined by the Children Act 1989. If you have any queries about your eligibility as a 'parent', please contact me for further advice.

The governing body is looking for parents who have the skills required to contribute to effective governance and the success of the academy. Your skills may include personal attributes, qualities and capabilities, such as the ability and willingness to learn and develop new skills. We would specifically welcome nomination from parents with the following skills:-

- An understanding of current education policy
- The ability to analyse data



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- Financial planning/management
- Understanding of special educational needs

In a Multi Academy Trust the Local Governing Body are responsible for a range of strategic matters that are delegated to them by the Directors of the Trust. These include Monitoring and Evaluation of the standard of Education provided by the academy and Ensuring Accountability in various areas. Duties also include management of the academy budget, preparation for Ofsted inspection and the formulation of post-Ofsted Action Plans and involvement in a variety of personnel and pupil issues. In your role as an academy governor, you will be supported in these duties by other experienced members of the governing body, the head teacher, clerk to the governors and the Diocesan Multi Academy Trust (Admissions and Governance officer Alison Jacobson 01636 817230).

The governing body works together as a group and meets **six** times per year. If you are thinking of standing as a governor, remember that you will need to attend these meetings, plus advisory group meetings during each term. There is an expectation within our code of conduct (attached) that each governor will become a member of an advisory group and will take on additional responsibilities as a link governor.

As a governor, you will normally hold office for a period of 4 years, even if your child leaves the academy during this time. You can, however, resign from the governing body at any time. We offer a full induction



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package, a mentoring system and availability of in-house, central and on-line training packages. We also offer the opportunity for prospective governors to meet with other governors to discuss the role before completing a nomination form.

**All new and re-appointed academy governors are required to complete a declaration of eligibility form and have their identity verified, prior to confirmation of their appointment or re-appointment. New governors must also undertake a DBS check with the academy.**

If you would like to be nominated as a parent governor, you need to:

- (a) Check that you are eligible by reading and signing the enclosed eligibility criteria. Only the reasons stated within the eligibility criteria determine your suitability to become a governor. Minor offences, **not** listed within the eligibility criteria, may not necessarily affect your eligibility.
- (b) Once you are satisfied that you are eligible to become a governor please complete the nomination form.
- (c) Ask two other parents or carers from different families, who also have children at the academy, to each sign one of the boxes 1 and 2 (one to propose, one to second your nomination);



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- (d) Include a statement, **up to 80 words**, about yourself, the skills and commitment you can bring to the governing body and why you would like to become a governor. You do not have to complete this section, but if you don't you may put yourself at a disadvantage if there is an election. All words over 80 will be deleted and not used in the election process.
- (e) Each nomination must be received at the academy by **10.00am on Friday 6<sup>th</sup> November 2020**. It should be sealed in an envelope marked 'Nomination for Parent Governor' and may be delivered by hand, sent with your child, or by post to the academy. Electronic nominations must be returned to **dbarnes@tscacademy.org.uk**. A sealed ballot box will be available in the school for hand deliveries, details of its location will be available from reception. The onus is on you to ensure that the nomination form is put in the box either by personal delivery or by sending it with your child.

Your nomination should be acknowledged by the Principal/Returning Officer within two working days of the closing date. If you do not receive this acknowledgement, please contact the academy.

In accordance with the Academy Governance (Constitution) (England) Regulations 2003, an elected member of the Local Authority (LA) and academy staff who are paid to work at the academy for more than 500 hours in a school year are **not** eligible for election or appointment as parent governors.



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However, they can vote in parent governor elections if they are parents of children attending the academy and staff can be governors at another school.

An election will be held if more nominations are received than the number of vacancies. For the purpose of the election, ballot papers will be sent to all parents or carers with children at the academy, together with any details that you and other nominees have provided. This procedure will be explained to you by the Principal should an election be necessary. If you have any further queries about the role of parent governor, please contact the Principal, other members of the academy governing body or the governance officer in the Diocesan Education Team.

Yours sincerely

**Lisa McVeigh**  
Principal and Returning Officer



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Nomination Form

Election of a parent to the academy governing body

School: The Samworth Church Academy

*Please note if you are an existing parent governor and your term of office is coming to an end you will need to complete the nomination form if you wish to stand again.*

Full name of nominee (block capitals)

address and postcode

Title: (Mr/Mrs/Miss/Ms etc.)

Email address:

Parent of:

Class:



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In the event of a ballot being needed, please indicate if you wish your address to be shown on the ballot form.  Yes  No (tick as appropriate)

1. Full name of proposer (block capitals)

Title: (Mr/Mrs/Miss/Ms etc.)

Signature:

Parent of:

Class:

2. Full name of seconder (block capitals)

Title: (Mr/Mrs/Miss/Ms etc.)



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Signature:

Parent of:

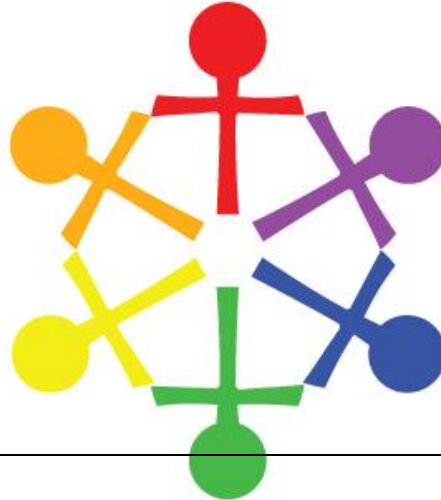
Class:





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If you wish, enter brief personal details of not more than 80 words (See covering letter)

This form must be returned to the academy by 10.00 am on Friday 6<sup>th</sup> November

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## Southwell & Nottingham Multi Academy Trust Declaration of Eligibility to Serve as a Parent Governor

Name of academy:	The Samworth Church Academy
Name of parent:	

### Declaration of Eligibility:

Eligibility Criteria	Assessment YES or NO
Are you aged 18 or over at the date of this election or appointment?	
Have you been disqualified as a governor for failing to attend governing body meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the governing body? <i>Note: This does not apply to Headteachers/Principals</i>	
Has your estate been sequestrated (temporarily repossessed) and the	



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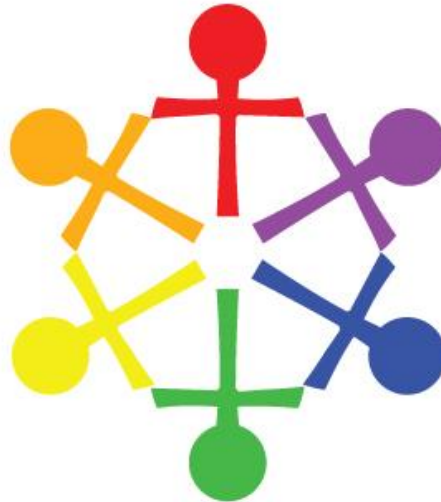
sequestration not been discharged, annulled or reduced?	
<b>Are you</b> the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?	
<b>Are you</b> subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
<b>Have you</b> been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?	



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<p><b>Have you</b> been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of anybody?</p>	
<p><b>Are you</b> included in the list kept under section 1 of the protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?</p>	
<p><b>Are you</b> 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 if contained in such a direction)?</p>	
<p><b>Are you</b> barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?</p>	
<p><b>Are you</b> disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?</p>	
<p><b>Are you</b> disqualified from registration under Part 2 of the Children and</p>	



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Families (Wales) Measure 2010 for child minding or providing day care or disqualified from registration under Part 3 of the Childcare Act 2006?	
<b>Have you</b> , in the five years prior to becoming a governor, or since becoming a governor been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?	
<b>Have you</b> , in the twenty years prior to becoming a governor, received a prison sentence of two and a half years or more?	
<b>Have you</b> , at any time, received a prison sentence of five years or more?	
<b>Have you</b> been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?	
<b>Are you</b> employed to work at the academy or on a contract for services at the academy and work for more than 500 hours a year?	



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I have read the summary of regulations above and confirm that I am not disqualified from serving as an academy governor. In the event that I am appointed as an academy governor I will notify the governing body immediately, should I become disqualified during my term of office. I understand that it is an offence to serve as an academy governor whilst disqualified.

I agree to the information given on this form being recorded and used in accordance with the Data Protection Act and confirm that it is correct and complete to the best of my knowledge and belief.

Signed.....Date.....



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## GOVERNORS CODE OF CONDUCT

### Introduction

This code sets out the expectations on and the commitment required from governors, in order for the Local Governing Body to properly carry out its work within the academy, the Multi Academy Trust and the community.

Governors have a general duty to act with integrity, objectivity and honesty in the best interests of the academy at all times. In the Trust there is also an expectation that the academy will conduct itself in a way that is in accordance with its ethos statement. Mindful of their responsibilities, governors will strive to discharge their duties in a manner that upholds and demonstrates Christian values in the academy, the local community and the wider educational community. Governors actions should at all times reflect their responsibility to promote high standards, ensure that pupils attend a successful academy and secure the Christian ethos of the academy. Governors should consider carefully how their actions both corporately and individually will be perceived by all stakeholders.

The following is not a definitive statement of the responsibilities of a Local Governing Body but is concerned with a common understanding of the broad principles by which the Governing Body and individual governors will operate.





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The governing body as a whole and the individuals on it are expected to adopt the following principles and procedures:

## General

1. we have responsibility for noting or determining, monitoring and keeping under review the broad policies, plans and procedures within which the academy will operate;
2. we recognise that the Principal is responsible for the implementation of policy, day-to-day management of the academy and the implementation of the curriculum;
3. we accept that all governors have equal status although appointed by different groups, (e.g. parents, staff, local churches, Multi Academy Trust / sponsor) our overriding concern will be the welfare of the academy as a whole – where necessary staff governors or volunteers will seek to maintain separation of roles;
4. we have no legal authority to act individually, except when the governing body has given us delegated authority to do so;
5. we have a duty to act fairly and without prejudice;
6. we will encourage open government and be prepared to answer questions from other governors in relation to delegated functions, acknowledging the time, effort and skills that have been committed;
7. we will consider carefully how our decisions may affect other schools.



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### Commitment

8. we acknowledge that accepting office as a governor involves the commitment of significant amounts of time and energy;
9. we will each involve ourselves actively in the work of the governing body, attend regularly and accept our fair share of responsibilities, including service on advisory groups or working groups;
10. we will get to know the academy well and respond to opportunities to involve ourselves in academy activities;
11. we will consider seriously individual and collective needs for training /development and support new governors in becoming effective;

### Relationships

12. we will strive to work as a team and seek to develop effective working relationships with the MAT Board of Directors, Principal, staff, parents, local community and other relevant agencies.

### Confidentiality

3. we will observe complete confidentiality when required or asked to do so by the governing body, especially regarding matters concerning individual staff or students; as a matter of trust we will not discuss the views of fellow governors either inside the academy or with the public outside our



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- meetings and will not reveal the details of any vote;
14. we will exercise prudence if a discussion of a potentially contentious issue affecting the academy arises outside the governing body;
  15. we will not enter into dialogue or express our views on social media.

### Conduct

16. we will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the governing body or its delegated agents, therefore we will not speak against majority decisions outside of meetings;
17. we will only speak or act on behalf of the governing body when we have been specifically authorised to do so; in making or responding to criticism or complaints affecting the school we will follow the procedures established by the governing body;
18. our visits to the school will be undertaken within the framework established by the governing body and agreed with the Principal;
19. in discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of the academy.

Date adopted

Signed by the Chair of Governors



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1<sup>st</sup> September 2020

N Linney