



Wednesday 6th September 2017

Dear Parents and Carers,

Parent Academy Representative Election

I am writing to encourage you to put your name forward for election as Parent Academy Representative of St Maria Goretti Catholic Academy. The role offers you the opportunity to make a real contribution to the life and work of our school as well as St Gregory's Catholic Academy as the two schools operate in collaboration with each other.

Academy Representatives play a key role in the leadership of the school and work co-operatively together with each other and the staff to make sure that our school provides a challenging, supportive and safe environment for its pupils.

As a Parent Academy Representative one does not represent the parents and their views but is an elected parent who is given the right to act as Academy Representative on the local governing body. Being an Academy Representative can be very rewarding and will provide you with an opportunity to meet new people and gain new skills. Full induction, training and support are available from the Local Authority and your colleagues on the Committee.

You will want to know how much time it takes.

Academy Representatives act as a team and, as such, the amount of time that each of them can give to the role will vary. Some people will be able and willing to give a lot throughout their time as Representative. Others will find that the amount of time they can give increases or reduces during that period. But if you are serious about helping our school to help children, then you do need to:

- be willing to prepare for meetings: there can be a lot of papers to read
- attend meetings: the Academy Committee must meet at least once a term, but you probably will be asked to serve on at least one committee. How often this meets will vary, but it is usual for most committees to meet each term
- be able to get to meetings. Academy Committee meetings will usually be during the evening but committee meetings may take place during the day, which can be arranged for the beginning or end of the day to suit its members
- participate. You need to prepare for, and attend, meetings if you are to be able to help the school effectively

In order to be eligible to stand for election your child/children must be on the roll of the school and you must be proposed and seconded by parents of other children at school. Neither the proposer nor seconder should be your spouse or related to each other. Every parent is entitled to be nominated and to vote in the election. If more than one nomination is received, an election will be held and ballot papers for this will be sent to all parents.

The usual term of office is four years from the date of appointment. If you choose to, you can complete your term of office even if your child leaves the school.

If, as a parent, you are interested in becoming a Parent Academy Representative then **nomination forms can be downloaded from the school website and are available from the school office.**

Completed nomination forms to be returned to the school office by Friday 15th September 2017, **elections will take place after.**

The next Academy Committee meeting will take place at St Maria Goretti on Wed 22nd November 2017 at 6.00 pm.

On behalf of the Academy Committee I would like to thank you for your continued support of our school. We look forward to hearing from you.

Yours sincerely

Ray Chadwick
Chair of Academy Committee