

27th April 2026

Dear Parent/Carer,

Re: Parent Governor Vacancy – Ashmole Academy

I am writing to you to invite you to stand for election as a Parent Governor, or to nominate another parent to do so. We currently have one vacancy, and the term of office is 4 years.

The role of the Local Governing Committee

The Local Governing Committee (LGC) is delegated functions by the Trust Board and plays an important role in supporting the school to achieve the best outcomes for all pupils. Governors work with the Head Teacher, providing both support and challenge to help drive strong attainment and progress.

They monitor the school's performance by reviewing pupil progress and ensuring standards meet local and national expectations, with a focus on supporting all groups of pupils, including those with special educational needs. Governors also oversee the curriculum, pupil wellbeing, and how the school reports to parents.

In addition, Governors ensure policies are followed correctly, including handling complaints and reviewing serious disciplinary matters such as exclusions.

Overall, Governors help ensure the school is well-run, accountable, and focused on providing the best possible education for every child.

Who can stand for election?

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Ashmole Academy. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a Parent Governor.

To fulfil the role, you will need to:

- attend regular meetings – 6 each year – (3 evening and 3 daytime)
- visit the school occasionally
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)



WE HAVE ACHIEVED



Every Local Governing Board needs a balance and diversity of knowledge, skills and experience. We welcome nominations from parents and carers of all backgrounds; however, we are particularly interested in hearing from individuals with experience in areas such as:

- HR / People / Organisational Development
- Safeguarding / Children's Services / Social Care / Health
- Data / Analytics / Performance / Strategy Consulting
- Operations / Estates / Facilities / Health & Safety / Project Delivery
- Finance / Audit / Risk / Accounting
- Local Public Service

How to apply

If you would like to apply, please complete the enclosed nomination form and return it to Mrs MacKay-Lear, Clerk to the Local Governing Committee via email at dma@ashmoleacademy.org by **Monday 11th May at 10am**. (*Should you wish to apply by post or by hand please send the completed form to the Ashmole Academy postal address c/o Mrs MacKay-Lear*).

If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting instructions will be sent to all parents and carers.

Yours faithfully,



Mrs MacKay-Lear

Clerk to the Governing Committee



**Ashmole
Academy**



A member of

**Ashmole
Trust**

Eligibility and disqualifications to serve as a Trustee/Local Governor:

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A Local Governor shall be disqualified from holding office or continuing to hold office if they:

- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the trustees from all meetings held within a period of six months, and the trustees resolve that their office be vacated;
- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- cease to be a trustee by virtue of any provision in the Companies Act 2006;
- are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- are otherwise found to be unsuitable by the Secretary of State;
- have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Ashmole Academy Parent Governor Nomination Form - April 2026

Please complete this form in BLOCK CAPITALS

Nominee name:

Nominee contact details:

Address:

Email:

Mobile:

Name of Child/Children:

Year Group & Class (e.g 7SCO)

Nominee personal statement/election address relevant to the candidacy, for use in the event of a ballot being necessary (maximum 250 words): *Please include any relevant skills & experience, understanding of the role & commitment, and any other information you feel relevant.*

I confirm (i) that I am willing to stand for election as a Parent Governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.

Nominee signature:

Date:

If you are proposing a candidate for nomination, please provide:

Proposer name and contact details:

Completed nomination forms must be returned to Mrs MacKay-Lear, Clerk to Local Governing Committee at dma@ashmoleacademy.org by **Monday 11th May at 10am.**