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Dear parent(s)/carer(s),

Woolwich Polytechnic School for Boys’ Local Academy Committee

I am writing to inform you of a vacancy for the role of parent academy committee member (ACM) on our local academy committee.

The role of the Local Academy Committee

A Local Academy Committee replaces the previous accountable body – the Local Governing Board – and is designed to allow Academy Committee Members to focus on the key priorities for each school, specifically, Progress, Learning and Achievement, Safeguarding, Well-Being, Leadership and Pupil Related Matters, providing oversight and challenge for school leaders across these areas. The committee is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent ACM

As a parent ACM, you’ll work with the board to make sure it effectively carries out the duties referred to above. You’ll also play a vital role in bringing a *parental perspective* to the committee, but you’re not there to speak ‘on behalf’ of the parent body.

To be a parent ACM you should have:

* A strong commitment to the role and to improving outcomes for children
* Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
* The specific skills required to make sure the committee delivers effective governance

The committee is keen for candidates to have skills in the following:

* Knowledge of/ can identify with the communities served by the school;
* Diversity, Equity and Inclusion;
* Analyzing Data/ KPIs.

Expectations of governors

* The term of office for an ACM is 4 years, and ACMs are expected to commit to completing their full term, unless there are extenuating circumstances why they need to step down earlier;
* ACMs are required to attend 6 meetings per year, either online or in-person;
* ACMs are also required to attend 3 Deep Dive Forums per year, and the annual conference. These are all in-person;
* ACMs are required to undertake a monitoring visit to the school at least 3 times per year;
* ACMs may be required to become Link ACMs for a specific area, including visiting the school and writing a report. Full support will be given;
* ACMs must maintain confidentiality at all times with regard to matters discussed at meetings;
* The Trust expects that members will undertake appropriate induction training and regular additional training, for which we provide access to both the [National Governors Association](https://www.nga.org.uk/) and The Key.

How to apply

If you’re interested in applying for the role, please complete the candidate form attached to this letter and return to the Governance Professional ([governanceprofessional@polymat.co.uk](mailto:governanceprofessional@polymat.co.uk)) by Sunday 24th April 2024. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact the Governance Professional on the email address shown above.

Yours sincerely,

Mark Guest

Director of Innovation & Systems

PolyMAT

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Local Academy Committee member (ACM) application form for Parents

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| Data protection notice |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You will find more information on how we use your personal data in our [privacy notice for job applicants](https://www.polymat.co.uk/_site/data/files/company-documentation/policies-dec-22/B671A90AF5CD6E60E593C07E929FD97A.pdf). |

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| Disclosure and barring and recruitment checks |
| PolyMAT is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  If you are going to be involved in regulated activity, the DBS check will include a barred list check.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** ☐Yes ☐No  Your position as ACM will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we have received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis.  Applicants should be aware of the following circumstances which might prevent them from being appointed as a governor:   * Inclusion in the list of those unsuitable to work with children * Having been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a governor or since becoming a governor * Having received a prison sentence of 2 and a half years or more in the 20 years before becoming a governor * Having received a prison sentence of 5 years or more * Having been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a governor |

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| section 128 check |
| The Trust will carry out a section 128 check. A person issued with a section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.  This includes trustees, and governors on local governing bodies who have been delegated any management responsibilities. |

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| ONLINE ChECKS |
| As required by Safer Recruitment guidance in Keeping Children Safe in Education (KCSIE) 2023, the Trust will carry out an online search of information that is publicly available to view. |

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| right to work in the uk and other checks |
| The trust will carry out checks to confirm your right to work in the UK, and any other checks deemed necessary where you have lived or worked outside of the UK. |

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| sign and date |
| Name (please print):  Sign:  Date: |

Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

You should return this application by email to the Trust’s governance lead, Mark Guest ([mguest@polymat.co.uk](mailto:mguest@polymat.co.uk)).

Personal details and eligibility

| Personal details | | |
| --- | --- | --- |
|  | **Title** |  |
|  | **Name** |  |
|  | **Address** |  |
|  | **Phone number** |  |
|  | **Email address** |  |
|  | **Candidate statement – note this section only will be published to all parents in the event of an election**  Please outline:   * The skills and experience you could bring to the academy committee * Your commitment to undertaking training in order to acquire or develop the skills needed to be an effective governor * How you plan to contribute to the future work of the board |  |

**Eligibility**I confirm that I:

* Am aged over 18
* Am not a current pupil at the school
* Have not been declared bankrupt
* Am not the subject of a bankruptcy restrictions order or an interim order
* Am not subject to any of the disqualifying reasons set out in the 'disqualifying reasons table' (see the first section of [this guidance](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions))
* Have not been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)
* Have not been disqualified from holding office as a governor
* Have not been disqualified from being a company director and/or a charity trustee
* Have not been removed as a trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
* Have not had my estate seized for the benefit of creditors and the declaration of seizure hasn’t been discharged, annulled or reduced

These criteria are set out in more detail in articles 68 to 80 of PolyMAT’s [articles of association](https://www.polymat.co.uk/_site/data/files/company-documentation/6FB672F6CE9D129DCA472F140FB35A28.pdf).

Please sign and date to indicate that you have read, and agree to this information:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education, employment and training

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| Education and employment history |
| **Highest level of education received**  *Please state the institution, qualification received and classification.* |
| **Please give details of any other relevant education or training courses** |
| **Current employment**  *Please state your employer, role, length of time in role and a summary of responsibilities.* |
| **Relevant previous employment** |
| **Other relevant interests and experience**  *This may include any hobbies, volunteering and charity work, personal interests or achievements that may help you become an effective school governor.* |
| a bit more about you |
| **Why would you like to become an Academy Committee Member?** |
| **Why would you like to become an ACM at this school in particular?** |
| **What skills can you bring to the role?** |

References

Please provide two references. They cannot be related to you, and one should be your current employer. *If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.*

| referee 1 |  |
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| **Name** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |

| referee 2 |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Relationship to applicant** |  |
| **Phone number** |  |
| **Email address** |  |