

Friday 22nd March 2024

H A M M E R S M I T H

Academy

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PARENT GOVERNOR NOMINATION

Dear Parent/Carer,

I am writing 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 for 4 years.

The Role of the Governing Board

Governing boards have three core strategic functions as set out in the Department for Education's, Governance Handbook, October 2020:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

To do this as a governor you would need:

- a strong commitment to the role and to improving outcomes for children;
- the inquisitiveness to question and analyse, and the willingness to learn;
- good inter-personal skills;
- appropriate levels of literacy in English
- sufficient numeracy skills to understand basic data;
- work constructively in meetings and lead meetings if necessary.

In addition to this, expertise or experience in the following are always welcomed by the governing board:

- analysing performance data;
- in budgeting and driving financial efficiency;
- performance management and employment issues, including grievances.

Who Can Apply?

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

To fulfil the role, you will need to:

- attend regular meetings (around 7 each year)
- visit the school through governor link visits
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)
- attend occasional Academy annual events (for example, the Annual Achievement Evening)



Every governing board needs a balance and diversity of knowledge, skills and experience. As recognised by the Secretary of State for Education at the National Governance Association's annual conference in 2021:

“Just as our schools are incredibly diverse and culturally rich places, it is vital that our governing boards reflect that diversity and that richness too. This means we need to do more to encourage those who may not ever have considered volunteering as a governor or trustee, but who still have so much to offer, who could bring a fresh perspective or a specific skill that a board really needs. We especially need more young people and more people from multi ethnic backgrounds to come forward.”

We aim to reflect diversity within our governing board in line with the Academy's Equality Information and Objectives Statement and Hammersmith Academy welcomes applications from black and minority ethnic candidates who wish to apply.

Our vision is to create a fair and just Academy community, that promotes social inclusion, community cohesion and equality, that respects diversity and which challenges and acts upon discrimination and inequality including bullying and sexual harassment.

Hammersmith Academy provides education for all, acknowledging that the society within which we live is enriched by diversity. The Academy strives to ensure that its culture and ethos reflects the diversity of all of the Academy community, where everyone is equally valued and treats one another with respect and fairness. Students are provided with opportunity to experience, understand and celebrate diversity.

Hammersmith Academy endeavours to eliminate all discrimination, on the grounds of race, gender, gender reassignment, disability, sexuality (including sexual orientation), age, religion and belief. We believe that all students, employees and others should be treated with dignity and respect at all times and we will not tolerate bullying, harassment or victimisation of any groups or individuals.

We recognise that monitoring and evaluation of equality is essential to ensure students are not being disadvantaged, and that monitoring leads to action planning for positive change. Hammersmith Academy aims for that its workforce to reflect diversity at all levels of the organisation. We aim to be an inclusive employer that positively values the contribution of all employees, through both our employment policies and strategies, to achieve equality.

How to Apply

If you would like to apply, please complete the enclosed nomination form and return it to the Head's PA, Hammersmith Academy, 25 Cathnor Road, London W12 9JD (e-mail: sfinneran@hammersmithacademy.org) by **12 noon on Tuesday, 23rd April 2024**. 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 ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,

Mrs R Hooper
Chair of Governors

Mr G Kynaston
Headteacher



Qualifications and disqualifications to serve as a trustee:

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

A person shall be disqualified from holding office or continuing to hold office as trustee 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 their 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 chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.