

22 June 2021

Dear Parents/Carers

I should like to invite nominations from parents/carers of Sirius Academy West who are willing to serve on the Local Advisory Board (from September 2021), that has a focus on improving the school for our pupils. We have two positions reserved for parents/carers. **A parent/carer must have a child in the school at the time of the election and for the academic year 2021/2022.**

The enclosed form should be completed and returned to me by those parents/carers wishing to make nominations. Those parents/carers nominated, seconded and who have indicated their willingness to stand for election by signing the nomination slip, may submit a brief biography and a statement as to why they wish to join the Local Advisory Board (about 100 words) for circulation with ballot papers. **Nominations must be proposed and seconded by eligible parents/carers.**

The closing date for all nominations is **Tuesday 29 June 2021 at 12 noon**. If only two candidates are nominated, then those candidates will be duly elected unopposed. If, however, there are three or more candidates nominated, then an election by secret ballot will be held.

The name of the successful candidates will be circulated to all parents/carers as soon as possible after the count and their names will also be displayed in the main reception area for seven days.

I look forward to receiving your nominations.

Yours faithfully

Mrs Diane Dale
PA to the Head of School



**NOMINATION FORM FOR THE ELECTION OF:
Parent/Carer Representative for the Local Advisory Board at Sirius Academy West**

Name and address of parent /carer nominated for election	Name and address of proposer	Name and address of seconder
I confirm that I am an eligible parent/carers Signed..... (Signature of person nominated)	I confirm that I am an eligible parent/carers Signed..... (Signature of person proposer)	I confirm that I am an eligible parent/carers Signed..... (Signature of seconder)

Parents/carers wishing to make nominations should arrange to have this form completed and returned to the **PA to the Head of School by 12 noon on Tuesday 29 June 2021** accompanied by the brief biography and statement of the nominee.

BRIEF BIOGRAPHY AND STATEMENT (100 words)



INFORMATION

Roles & responsibilities of a parent to the Local Advisory Board (LAB)

A 'parent' for the purpose of the election is a person with 'parental responsibility' as defined by the Children Act 1989 and includes married parents, mothers of non-marital children and divorced or separated parent. It may also include unmarried fathers who may acquire parental responsibility by agreement with the mother or by means of a court order. Guardians, non-parents in the respect of whom a residence order is made and local authorities in respect of whom a care order is made, may also acquire parental responsibility.

A member of the Local Advisory Board is a representative and not a delegate of parents. As a member of the LAB you do not have to vote in a particular way because you have been pressed to do so by parents. Objectivity, however, is essential. You are not there to promote the interests of your own children but all children.

The parental representative of the LAB are elected by other parents and it is important to establish a rapport with the parental body that elected you, whilst continuing to maintain a strategic approach to school governance.

As an effective member of the LAB, you:

- Help to decide the priorities of the school
- Make yourself available to parents, listen to other parents' opinions and take account of them as you contribute to LAB member's decisions
- Work in partnership with the Head of School, senior leadership team and co-operatively with other LAB members to raise standards and improve outcomes for all children
- Prepare for meetings by reading papers beforehand
- Take responsibility for your own learning and development as a member of the LAB including additional training
- Attend full Local Advisory Board meetings promptly, regularly and for the full duration of the meeting
- Read briefings and newsletters for LAB members; present a balanced view of issues representing different sections of the community
- Promote the interests of the academy in the wider community
- Are loyal to the decisions made by the Trust Board
- Respect the confidentiality of the LAB and Trust Board affairs
- Never promise to 'solve a problem' on your own
- Never press your own child's case at the expense of others
- Declare an interest and withdraw from any meeting where you, a partner or close relative or associate stands to gain, or where you are so close to a matter discussed it is difficult to be impartial



- Have regard to the broader responsibilities as a member of the LAB of a public institution in regard to promoting accountability for the actions and performance of the Trust

There are circumstances which disqualify parents/carers from standing for election to the Local Advisory Board (please see below). **These circumstances do not disqualify parents/carers from proposing or voting candidates.**

DISQUALIFICATIONS IN BRIEF

You may not serve on the Local Advisory Board if you:

- Have a mental disorder and are liable to be detained under the Mental Health Act 1983
- Are bankrupt
- Are subject to a disqualification order under the Company Directors Disqualification Act 1986 or an order made under section 429 (2) of the Insolvency Act 1986
- Have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on the grounds on any misconduct or mismanagement, or under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 from being in the management or control of any body
- Are included in the list of teachers or workers prohibited or restricted from working with children and young people
- Are disqualified from working with children
- Have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a member of the LAB or since becoming a member of the LAB
- Have received a prison sentence of 2½ years or more in the 20 years before becoming a member of the LAB
- Have at any time received a prison sentence of 5 years or more
- Have been fined for causing a nuisance or disturbance on academy premises during the 5 years prior to or since appointment or election as a member of the LAB
- Refuse to consent to an application being made to the Disclosure and Barring Service (DBS) for a DBS certificate; or if your certificate is anything other than completely clean

