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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 Mark Guest ([mguest@polymat.co.uk](mailto:mguest@polymat.co.uk)) by Friday 17th November. 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 me.

Yours sincerely,

Mark Guest

Director of Innovation & Systems

PolyMAT

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Parent Local Academy Committee member (ACM) nomination form

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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.  Your position as ACM will be conditional on the satisfactory completion of the necessary pre-employment checks.  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. |

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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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| Personal details | | | |
|  | **Title** |  |
|  | **Name** |  |
|  | **Address** |  |
|  | **Phone number** |  |
|  | **Email address** |  |
|  | **Candidate statement:**  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 |  |

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| ELIGIBILITY |
| I confirm that I:   * Am a parent or carer of a registered pupil at Woolwich Polytechnic School for Boys/at one of PolyMAT’s other schools. * Am aged over 18 * 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |