

 **Kirk Hallam Community Academy**  
Godfrey Drive  
Kirk Hallam  
Ilkeston  
Derbyshire  
DE7 4HH

 +44 (0) 1159 301522  
 [www.kirkhallamacademy.co.uk](http://www.kirkhallamacademy.co.uk)  
 [office@kirkhallamacademy.co.uk](mailto:office@kirkhallamacademy.co.uk)  
 @KirkHallamCA

**Head Teacher**  
Chris Turner BA (Hons), Cert.Ed, NPQH



Wednesday 9<sup>th</sup> October 2024

Dear parents and guardians

## PARENT GOVERNOR ELECTION

At a key time in our journey of improvement here at Kirk Hallam Community Academy, we are inviting parents to stand for election as a parent local governing body member. There is one vacancy.

The local governing body, with the Headteacher, has overall responsibility for the running of the school. The board of governors have three core strategic functions:

- Strategic leadership of the academy within the defined trust vision for high quality and inclusive education in line with the trust's charitable objects
- Accountability and assurance: the local board has robust effective oversight of the operations and performance of the academy, including:
  - The provision of education
  - Pupil welfare
  - Overseeing and ensuring appropriate use of funding
  - Keeping the estate safe and well-maintained
- Engagement: the local board has strategic oversight of relationships with stakeholders. The local board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

The local governing committee is delegated certain functions by the Nova Education Trust Board of Directors and these responsibilities are outlined in the trust Governance Scheme of Delegation & Structure available for download at <https://www.novaeducationtrust.net/>

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local governing committee's work.

Our parent governors serve a four year term of office (even if your child leaves the school during this time). The board meets at least four times a year.

Training is available for all local governors and we have an expectation that those new to being a local governing committee member attend induction training.

The enclosed sheet entitled '**Eligibility/disqualification Information**' summarises the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the academy.

In accordance with the School Governance (Constitution) (England) Regulations 2012, school staff who are paid to work at the school for more than 500 hours in any consecutive twelve month period are not eligible for election or appointment as parent governors. However, they can vote in parent governor elections if they are parents of children attending the school.



If you would like to stand for election please complete a nomination form at <https://forms.office.com/r/DNT2mm3L1v> with a short personal statement to support your nomination, which should be no longer than 250 words. Nominations must be received no later than 10.00 am on Monday 4<sup>th</sup> November 2024.

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, a vote will be sent to all parents together with details of the ballot procedure.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M Lawson', written in a cursive style.

Mrs M Lawson  
Chair of Governors

**Enc – Code of Conduct (Nova Governors)  
Eligibility/disqualification Information**