



To Parents at Maiden Erlegh School in Reading

4 November 2019

Dear Parent/Guardian

I am writing to inform you that we are seeking to fill a vacancy for a Parent Member on our Local Advisory Board (LAB) and to invite any Parents who wish to stand for election to put their names forward.

Maiden Erlegh School in Reading aims to work in partnership with parents which undoubtedly brings great benefits to our students. One of the ways you can help in promoting this aim is to volunteer to be a parent member of the LAB. The LAB's main tasks are to support and constructively challenge the school, to ensure that pupils receive a high quality education, and plan for future development and improvement. This can be through a knowledge and understanding of Finance, Buildings, HR, Legal, the local community or general business experience as well as an interest in the education of pupils in our local community.

We welcome nominations from parents with experience in these areas. You do not need to be an expert in the field of education. What you do need is an interest in the school and in the welfare of our children and the time and willingness to get involved. You will also need 'soft skills' in order to build relationships with a range of people, to be able to work as part of a team, to be able to question and challenge, and to make connections between different types of information.

Parent members of the LAB are proposed and elected by the parents of registered pupils at the school. They should be parents/carers of pupils currently at the school at the time of their election. If too few parents stand for election to fill the vacancies available, the LAB may appoint a parent of any child of or under compulsory school age. People who are elected members of the local authority or paid to work at the school for more than 500 hours in a school year are disqualified from being a parent LAB member.

The normal term of office is 4 years and a full range of training will be available. You would also be required to undergo a Disclosure and Barring Service check. The full Local Advisory Board meets at least 4 times a year.

**If you are interested in the role and would like to meet informally with both the Chair of the LAB and a current Parent LAB Member, to discuss the role in more detail over a cup of tea, we would be happy to arrange this for you.**

The arrangements for the election are attached, together with a nomination form which must be received by **Friday 22<sup>nd</sup> November 2019**. For further information please contact Mrs L Hurley, Clerk to Local Advisory Board via email address [governors@maidenerleghschool.co.uk](mailto:governors@maidenerleghschool.co.uk).

Yours Sincerely

Mr Nick Jones  
Chair of Maiden Erlegh Trust

## Instructions for nomination as a parent member of the Local Advisory Board and details of the election process

If you wish to be nominated as a Parent member of the Local Advisory Board, please complete the attached nomination form and return to the School by the date specified below. Your nomination must be supported by a proposer who must be a parent/guardian. All parents/guardians of students in the school are eligible for election.

Nominations must be returned to the Clerk to the Board of Trustees by **3.00pm on Friday 22<sup>nd</sup> November** by either handing the completed form to the Clerk via school reception or by posting the form to the school marked for the attention of the Clerk, using the proof of delivery service from the Royal Mail.

### People may not be members of the LAB if they:

- are a pupil at the school or under 18
- are detained under the Mental Health Act
- were disqualified as a foundation, Local Authority, community, partnership or sponsor governor at the same school in the last 12 months for non-attendance
- are currently subject to bankruptcy arrangements or disqualification orders or undertakings relating to insolvency or running a company
- have been removed either from office as a trustee, or from being concerned in the management of any charitable body
- are included on any list of people whose employment with children is prohibited or restricted
- have received a prison sentence of more than three months within the last five years, of more than two and a half years within the last twenty years, or of five years or more at any time
- have been convicted of causing a nuisance or disturbance on educational premises and sentenced to a fine in the last five years
- refuse a request to make an application for a DBS check.

It is a criminal offence for someone to serve if they are disqualified.

### Parent member of LAB

In addition to the above someone cannot be elected or appointed as a parent member of the LAB if they are:

- an elected member of the local authority or paid to work at the school for more than 500 hours in any consecutive twelve month period.

## Details of the election process

If no more than one nomination is received that candidate will be duly elected. If more than one nomination is received then a contested election would follow.

1. A notice to the effect that a contested election will be held, together with the names of the nominees, will then be posted on the school website [www.maidenerleghschoolreading.co.uk](http://www.maidenerleghschoolreading.co.uk) and in the school reception.
2. Information about nominees will be supplied to each parent with a ballot paper. Every parent has a right to vote. Papers will be distributed electronically.
3. The election would run from **Monday 4 October to Friday 22<sup>nd</sup> November 2019**.



### MAIDEN ERLEGH SCHOOL IN READING

Please complete in **BLOCK CAPITAL** letters and return to the Clerk to the LAB by **3.00pm on Friday 22<sup>nd</sup> November 2019**

Election of Parent LAB member

In the event of an election being held, I would prefer to receive the voting paper by post, rather than electronically.

Name ..... Address .....

Parent of ..... Class .....

### **Nomination form for the Election of Parent LAB member**

#### MAIDEN ERLEGH SCHOOL IN READING

To be returned by 3.00pm on Friday 22<sup>nd</sup> November 2019.

Name of Proposer

I, Mr/Mrs/Miss/Ms ..... (full name)

of (full address) .....

Parent of ..... who is a registered pupil of the school

wish to nominate:

Name: ..... (full name)

of (full address) .....

Parent of ..... who is a/are registered pupil/s of the school

Signed by Proposer ..... Date .....

**Consent of Candidate:**

I \_\_\_\_\_

**am qualified to be a parent member of the Local Advisory Board of Maiden Erlegh School in Reading and consent to my nomination.**

Please supply a brief statement (maximum 150 words) giving details of relevant experience, occupation etc. This information will be circulated to all parents in the event of a contested election.

**Signed by Candidate** \_\_\_\_\_ **Date** \_\_\_\_\_