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13 October 2015

Dear Parent/Guardian

I am writing to let you know that there is a vacancy for a Parent member on the Local Advisory Board of Maiden Erlegh School in Reading. Maiden Erlegh School in Reading is part of Maiden Erlegh Trust and the governance structure consists of a Board of Trustees with responsibility for the Trust as a whole and a Local Advisory Board (LAB) for each school within the Trust.

Maiden Erlegh School in Reading wants to establish a partnership with parents which undoubtedly will bring great benefits to our students. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent member of the LAB-

tasks are to support and constructively challenge the school, ensure that pupils receive high quality education and plan for future development and improvement. This can be through an understanding of Finance, Buildings, HR, Legal, the local community or general business experience as well as an interest in the education of students in our local community. We welcome nominations of 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

the ability to be able to build relationships with a range of people, to be able to work as part of a team, to be able to question, and to make connections between different types of information. All members of the LAB are expected to be able to read straightforward budget reports and data on school standards

Parent members of the LAB are elected by and from the parents of registered students at the school. They should be parents/carers of students 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.

The arrangements for the election are attached, together with a nomination form which must be received by **3.00pm on Wednesday 21 October 2015**.

Should you require any further information about the role, please contact me or Ian May, Chair of the LAB via the school. Any further information relating to the election process can be obtained from the Clerk to the LAB at the school.

Yours sincerely

A handwritten signature in blue ink that reads 'P. Thomas'.

Dr P. Thomas
Headteacher

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 LAB at Maiden Erlegh School in Reading by **3.00pm on Wednesday 21 October 2015** 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, LEA, 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 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 Wednesday 4 November until 3.00pm on Wednesday 11 November 2015.

MAIDEN ERLEGH SCHOOL IN READING

Please complete in **BLOCK CAPITAL** letters and return to the Clerk to the LAB by **3.00pm on Wednesday 11 November 2015**

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.

Address

Nomination form for the Election of Parent LAB member

MAIDEN ERLEGH SCHOOL IN READING

To be returned by 3.00pm on Wednesday 21 October, 2015

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 _____