

30th January 2026

Dear Parent/Carer,

ELECTION OF PARENT REPRESENTATIVES FOR THE ACADEMY COMMITTEE: NOMINATIONS

In our school we have provision for 2 parent representatives (governors) and there is currently 1 vacancy. The term of office is 4 years.

The role of the Academy Committee

The Academy Committee (AC) is delegated functions by the trust board and the ACs support the Trustees to fulfil their responsibility for oversight of each school within the trust, acting as the eyes and ears of the board at local level. The AC role is more focused than that of a traditional school governing body. The trust central team manages – finance, HR, facilities. The ACs responsibility is to monitor and scrutinise teaching and learning, welfare and safeguarding issues. The ACs provide challenge and support to the headteachers and SLT, and represent the trust to local stakeholders – parents, students, staff and the community.

Who can stand for election?

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Shillingstone school. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent representative

To fulfil the role, you will need to:

- attend regular meetings (4 each year) usually held at 4:00pm in school
- visit the school occasionally
- do some background reading
- take part in induction training and ongoing development (which will be provided for you)

To find out more

If you have any questions about what being a parent representative is like, you can contact the clerk at emma.williams@sast.org.uk or AC Chair sharon.proyer@sast.org.uk.

How to apply

If you would like to apply, please complete the online nomination form (link below) or complete the form below and return it by 13 February 2026. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,

Returning Officer.

Eligibility and disqualifications to serve as a trustee/academy committee representative(ACR):

Disqualification criteria for trustees, as detailed in articles of association, also apply to academy committees (local governing bodies) in a multi academy trust.

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee

A trustee/ACR shall be disqualified from holding office or continuing to hold office if they:

- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the trustees from all meetings held within a period of six months, and the trustees resolve that their office be vacated;
- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- cease to be a trustee by virtue of any provision in the Companies Act 2006;
- are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- are otherwise found to be unsuitable by the Secretary of State;
- have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Nomination Form

Election of: Parent Representative at Shillingstone school

Please complete the online form from the link below:

<https://forms.office.com/e/J1X2SDFNBx>

Or alternatively please complete this form in BLOCK CAPITALS

Nominee name:

Nominee contact details:

Nominee personal statement (maximum 250 words):

I confirm (i) that I am willing to stand for election as a Parent Representative and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.

Nominee signature:

Date:

If you are proposing a candidate for nomination, please provide:

Proposer name and contact details:

Completed nomination forms must be returned by 13th February 2026.
