



To Parents at Maiden Erlegh School

3rd March 2021

Dear Parent/Guardian

I am writing to inform you that there is a vacancy for a parent member on the Local Advisory Board (LAB) for Maiden Erlegh School from April 2021. We are seeking candidates from our parent community to join the LAB.

Maiden Erlegh School aims to establish a partnership with parents which undoubtedly will bring 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 - formerly known as a parent governor. 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 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 need 'soft skills' – 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 challenge, and to make connections between different types of information.

Parent members of the LAB are proposed and elected by 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 **3pm on Thursday 18th March 2021**. Should you require any further information about the role, please contact me or Helen White, Clerk to the Maiden Erlegh School Local Advisory Board via the school.

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 it by email to Helen White h.white1@maidenerleghtrust.org by the date specified below. An email containing the details is also acceptable. If you are unable to apply electronically then a paper copy of the form can be sent to the school reception clearly marked: MES LAB PARENT ELECTIONS, FAO HELEN WHITE.

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 Helen White, Clerk to the Maiden Erlegh School Local Advisory Board by **3.00pm on Thursday 18th March 2021** by either emailing or by posting the form to the school marked as above and 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 be published.
2. Information about nominees will be supplied to each parent along with a ballot paper.
3. Every parent has a right to vote. Papers will be distributed electronically.
4. The election would run from Monday 22nd March to Friday 26th March 2021.

MAIDEN ERLEGH SCHOOL – PARENT LAB MEMBER ELECTIONS
Nomination form for the Election of Parent LAB member

Please complete and return to Helen White, Clerk to the LAB by **3:00pm on Thursday 18th March 2021.** Email to h.white1@maidenerleghtrust.org.

Details of Proposer:

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

of (full address) _____

Email address: _____

Parent of _____ who is a registered pupil of the school,

wish to nominate:

Details of Proposed LAB Member:

Name: _____ (full name)

of (full address) _____

Email address: _____

Contact telephone number: _____

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

Signed by:

Proposer (Typed / electronic signature): _____

Date: _____

Consent of Candidate and Personal Statement:

I, (full name) _____

am qualified to be a parent member of the Local Advisory Board of Maiden Erlegh School 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.