



Raleigh Infant and Admirals Academies

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Executive Principal: Mr. G. Sadler BEd (Hons) NPQH

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22nd September 2023

Dear Parent or Guardian,

Forthcoming Election of Parent Members to the Academy Council at Raleigh Infant & Admirals Academies

I am writing to inform you that number of vacancies exists on our Academy Council for parent members and we are seeking nominations of parents/guardians interested in taking up this role. Please think about becoming a member or encouraging others to volunteer.

- Parent members play an important role in the Academy Council.
- They bring a valuable parental viewpoint and perspective to discussion and debate; however, they are not a 'go-between' or representative for parents as a whole.
- They should act according to their own conscience and follow the appropriate rules of member protocol and confidentiality.
- ***Along with the rest of the members, their responsibility is to contribute to the strategic management of the academy, acting in the best interests of the pupils by promoting high standards of educational achievement and ensuring best use of resources.***
- The Academy Council both supports and challenges the Principal and staff in relation to academy performance and helps advise the wider Academy Trust on local issues.
- ***The Academy Council meets once every half term, with the meetings taking place during the Academy day, normally in the mornings.***

Parent members are elected from and by the parents or guardians of children attending the academy. All parents or guardians of children attending the academy are entitled to propose or second candidates and vote.

Nomination papers for this purpose can be obtained from the Principal at the academy. More information is given in the notes overleaf and you are advised to read them carefully before taking part in the election.

Thank you for your interest and involvement in this important process. If you have any queries regarding this election, please contact me at the academy.

Yours faithfully,

Greg Sadler
Executive Principal



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NOTES FOR PARENTS/GUARDIANS TAKING PART IN PARENT MEMBER ELECTIONS

- There will be no need to hold an election (i.e. no ballot will be needed) if the number of nominations received are equal to, or less than, the number of vacancies; those nominated will be elected unopposed.
- The composition of the Academy Council detailing the number of parent members is set out in the Eastern Multi Academy Trust's Constitution and Terms of Reference.
- Elected members will be the subject of a vetting procedure before confirmation of their appointment.
- A person is disqualified from election or appointment as a parent member of the academy if they are an elected member of the Local Authority (a County Councillor) or if they work at the academy for more than 500 hours (i.e. for more than one-third of the hours of a full-time equivalent) in a school year (at the time of election or appointment). Full details of the eligibility criteria (Qualifications & Disqualifications) will be provided with the nomination papers.
- A parent member will have a term of office of four years.
- Any member may resign at any time during their period of office.
- A parent member does not have to resign when his/her child leaves the school, but is able to complete his/her term of office.
- Parents standing as candidates in the election may not propose or second themselves.
- Each parent/guardian shall be entitled to return one ballot paper irrespective of the number of children in the family attending the academy.
- Each parent/guardian shall be entitled to vote for as many candidates as there are vacancies in the election. No arrangement shall be made for proxy voting.
- Each ballot paper must be returned by the date and time fixed by the Principal, in a sealed envelope, addressed to the Principal of the academy, indicating it contains a ballot paper and bearing no other mark. Any ballot papers received that are not in sealed envelopes will be invalid. The ballot papers will remain unopened in a secure place until the count commences.
- All candidates or their representatives will be invited to attend the counting of the ballot papers.
- A notice of the result of the election will be posted on the academy notice board (or equivalent) for a period of 14 days from the "date of the election". During this period any candidate, proposer or seconder of a candidate, or any ten parents may object to the result of the election.



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