

OUR LADY OF LOURDES CATHOLIC MULTI ACADEMY



March 2016

Dear Parent

PARENT DIRECTOR OUR LADY OF LOURDES CATHOLIC MULTI ACADEMY COMPANY

There is currently a vacancy for a Parent Director at the Our Lady of Lourdes Catholic Multi Academy Company. The term of office is 4 years.

The Our Lady of Lourdes Catholic MAC plays a significant part in the development and management of our school/s and as such our parent directors play an important role in helping to form policies, set priorities and manage the budget.

I am therefore writing to invite you either to nominate yourself or to nominate a parent/parents to fill the vacancies. A nomination form is enclosed (additional forms are available from the school offices).

If you would like to nominate someone please ensure that you have their consent to be nominated then return the completed form by post to The Our Lady of Lourdes Catholic MAC Office, The School House, c/o St Bede's Catholic Middle School, Holloway Lane, Redditch, Worcestershire; B98 7HA or email to clerk@lourdesmac.org.uk **Noon, Wednesday, 23rd March 2016.**

The person nominated must be a parent of a registered student at the school.

No parent may propose and/or second more nominations than there are vacancies. Parents being nominated are invited to give some brief biographical details on the nomination form, which are suitable for inclusion in the voting paper.

If the number of nominations received is the same as, or fewer than, the number of vacancies to be filled then those nominated will be elected unopposed. If all the vacancies are not filled in this way the Academy will have the opportunity to appoint parent representatives/parent directors to the vacancy/vacancies.

If there are more nominations than vacancies the election will be by ballot. If that is necessary voting papers will be sent to you together with details about the ballot procedure.

If you would like to discuss the role with myself please contact our central office on 01527 528261

Yours sincerely

Michael Dean
Chair Board of Directors
Our Lady of Lourdes Catholic Multi Academy Company

Parent Director

Basis: Voluntary, elected

Length of service: Four Years

Time commitment: Three meetings a year (One per term) plus ad hoc sub-committee meetings as may be necessary from time to time.

The Parent Director plays a key part in the life of their school and in turn the Our Lady of Lourdes Catholic MAC. Focusing on the strategic development of the Our Lady of Lourdes Catholic MAC and working closely with other Directors of the Board this role is vital for the success of the Company and its Academies. There are three main areas of focus:

1. Representing Parents from all the Academies:
 - a. Representing the views, opinion and attitudes of parents to help shape the Our Lady of Lourdes Catholic MAC planning and decision making.
 - b. Expressing the interests and opinions of all Parents by liaising with the Parent Academy Representative from each school whom coordinates the Parent forum.
 - c. Reporting the work of, and issues arising from, the Academy committee to the Our Lady of Lourdes Catholic MAC Board of Directors.
 - d. Reporting on appropriate issues/feedback arising from the Our Lady of Lourdes Catholic MAC Board of Directors to the Academy committee.
2. Our Lady of Lourdes Catholic MAC development
To work as part of the Our Lady of Lourdes Catholic MAC Board of Directors as it:
 - a) Act as a key link between the Our Lady of Lourdes Catholic MAC and the local community
 - b) Supports the Directors by contribution to the Our Lady of Lourdes Catholic MAC Development Plan
 - c) Monitors how plans are implemented
 - d) Ensures that the Our Lady of Lourdes Catholic MAC ethos remains at the heart of the community
 - e) Informally monitors the impact of the Our Lady of Lourdes Catholic MAC amongst the people it exists to serve
 - f) Offers challenging but positive and proactive support for the Our Lady of Lourdes Catholic MAC and
 - g) Act as a critical friend to the Directors and Senior Leadership Team
3. Other Responsibilities
 - a. Attending Our Lady of Lourdes Catholic MAC events as appropriate and practicable
 - b. Participating in occasional working committees and panels as appropriate as may be required by the Directors of the Our Lady of Lourdes Catholic MAC.

Make-up of the Academy Representatives committee

The Academy representatives committee is accountable to the Our Lady of Lourdes Catholic Multi Academy Company (MAC) and is made up of up to 12 people:

- 2 Parent Representatives – elected by the Academy parent/carer body
- 2 Staff Representatives (teaching and support) – elected by the Academy staffing body
- The Academy Principal
- 7 Foundation Academy Representatives – appointed by the Bishop

Make-up of the Board of Directors of the Our Lady of Lourdes Catholic Multi Academy Company

The Board of Directors is accountable to the Founder members of the Barberi and Newman Academy Trust and is made up of up to 14 people:

- 2 Parent Directors – elected by the Academies parent/carer body
- 2 Staff Directors – elected by the Academies staffing body
- 2 Principals or 1 Executive Principal – nominated by the existing Academy Principals
- 8 Foundation Directors – appointed by the Bishop

Eligibility to Serve as a Parent Director

1. A 'parent' is a person with parental responsibility as defined by The Children Act 1989. This includes married parents, mothers of non-marital children and divorced or separated parents. It may also include unmarried fathers who may acquire parental responsibilities by agreement with the mother or by means of a Court Order. Guardians, non-parents in respect of whom a Residence Order is made and local authorities in respect of whom a Care Order is made may also acquire parental responsibility.
2. An 'eligible parent' means a parent who has a child registered at the Academy at the time of election and is eligible to vote, to nominate candidates, and to stand for election to the Academy Committee.
3. In certain circumstances individuals' may not be eligible to become a Parent Director. Included in the disqualified list are people who meet one or more of the following:
 - a) under 18 years of age;
 - b) detained under the Mental Health Act 1983;
 - c) a record of financial misconduct or mismanagement;
 - d) restricted from working with children;
 - e) served certain prison sentences;
 - f) fined for causing a nuisance or disturbance on academy or school premises.
4. If a ballot is required, the biographies submitted with the nominations will be circulated with the ballot papers.
5. Each parent has one ballot paper and may vote for up to the number of Parent Director to be appointed.
6. Parent Director are entitled to serve out their term of office even if their child has Left the Academy.
7. In the event of an elected Parent Director resigning, an election shall be called as soon as possible using the full nomination and election procedures.
8. All appointments to Parent Director are subject to a satisfactory Enhanced Disclosure and Barring checks.
9. All Parent Director appointments are subject to approval by the Our Lady of Lourdes Catholic Multi Academy Company Board.
10. Parent Director should be willing to support and promote the Our Lady of Lourdes Catholic Multi Academy Company internally and externally.
11. Parent Director are welcome from all faiths practising and non-practising although they are expected to support at all times the Catholic ethos of the school.

Nomination Form for the election to the Parent Director.

Name of Nominated Parent:
Address of Nominated Parent:

By signing below: I confirm that I have read the role profile and that I am eligible and willing to stand.

Signed:.....
(Signature of person nominated)

Name of Support Parent Proposer:	Name of Support Parent Proposer:
Address of Support Parent Proposer:	Address of Support Parent Proposer:

Signed:..... Signed:.....
(Signature of proposer) (Signature of seconder)

Parents wishing to make nomination should arrange for this form to be completed and returned to Mr Andrew Billau, Clerk to the Board of Directors by Noon on Wednesday, 23rd March 2016 accompanied by a brief biography (max 150 words).

Postal: Our Lady of Lourdes Catholic MAC, The School House, c/o St Bede's Catholic Middle School, Holloway Lane, Redditch, Worcestershire; B98 7HA. Email: clerk@lourdesmac.org.uk

Should a ballot be required the biography will be circulated with the ballot papers. The proposer and seconder must be the parent/carer of a child at a school within the Multi Academy Company.

The appointed Academy Parent Director are subject to a Disclosure and Barring Service (DBS) check.

Biography (max 150 words)
