



16th September 2021

Vacancy for Parent Local Committee Member

Dear Parent/Guardian,

Castle Academy's Local Governance Committee (LGC) currently has a vacancy for a Parent Committee Member. You should have at least one child at the school, in any yeargroup.

Could you be our Parent Local Committee Member?

The role of the local committee:

From monitoring what your children learn in class to making sure that the school is doing all it can for the most vulnerable, the local committee is at the heart of our school's journey. Members work together to support the school to ensure that the pupils are able to achieve to the best of their ability. Each academy within Astrea has a local committee which usually consists of around six to ten members. All members are expected to prepare for, attend, and contribute positively to meetings, which usually do not last more than two hours.

The core job of the committee is monitoring the implementation of the school's educational plans. Its focus is on the achievement of high standards, establishing and maintaining high expectations and promoting effective teaching and learning. Members are not involved in the day-to-day management of the school but the Principal should provide the committee with sufficient information to allow it to fulfil its responsibilities of supporting, challenging and championing schools.

The role of a parent committee member:

As a committee member, you will bring the unique perspective of a parent. You are helping to ensure that school meets the needs of **all** its pupils and enables **all** of its pupils to achieve to the best of their ability. You are not representing individual concerns and you can make your own decisions, together with colleagues on the committee.

Parent members are elected or appointed for a four-year term of office. Astrea will give the new parent member a structured induction, provide information and guidance on the role. All committee members are required to undergo an enhanced DBS check and must agree to adhere to the Code of Conduct. See the end of this letter for more information about role and expectations.

Castle Academy, Station Road. Conisbrough, Doncaster, DN12 3DB

Tel 01709 513010

Email admin@astreacastle.org

Principal Mrs AM Mason

Assistant Principal Miss C Blagden



What skills do I need?

This is a challenging and exciting role and you will learn new skills and extend existing ones during your time on the committee. The school will discuss with you the skills they are hoping to recruit.

Members do not need to be experts in the field of education; what they do need is a commitment to the school and to the welfare of the pupils, as well as the time and willingness to get involved and work effectively with your fellow committee members. You must be confident in reading and responding to the documents that will be sent to you before each meeting.

The appointment process:

All parents, carers and guardians of children at Castle Academy are eligible to be candidates. If you would like to be considered, please complete all sections of the **Statement of Application** and the **Contact Details & Privacy Information** forms and return them to the Principal, Mrs A.M. Mason, before the deadline – **Monday 27th September 2021 (5pm)**

If emailing please send to admin@astreacastle.org

Applications will be considered by Chair of the Local Governance Committee and the Principal of the school and are likely to include a meeting (face to face or remote) with each candidate. If there are more suitable candidates than vacancies, a ballot of parents will be held.

Like all Astrea's committee members, the parent committee member will be formally appointed by the Trust.

Kind regards,

Christine Fitt (*Chair of LGC*) & **Ann Marie Mason** (*Academy Principal*)

Parent Committee Member: Role description

A successful and effective local committee will:

- Monitor implementation of the school development plan effectively
- Build a good relationship with the Principal and offer support and challenge to school leaders
- Consult and respond to the views and concerns of parents and pupils
- Be knowledgeable about the school

The committee will support the Principal and staff and will promote the interests of the academy and its pupils. The committee can only be effective if it asks challenging questions and seeks sufficient information.

All members are expected to attend committee meetings, which are held up to six times a year. In addition, you will probably be expected to take on a link role to understand a particular area of the school's activity, such as how it keeps children safe, provides for children with special educational needs and disabilities, or manages the Pupil Premium Grant.

Expectations of parent members

As a committee member, you will need to commit time to prepare for and attend meetings, to take a share of tasks within the committee and to take part in training. You will also be expected to visit the school as a committee member – this can be a very different experience to visiting as a parent!

You will bring your parental perspective to the committee and, through your children, you will have first-hand experience of the curriculum. Parent members will establish a rapport with the parent body, whilst continuing to maintain a strategic approach to school governance.

As a parent member:

- You are helping to ensure that the school meets the needs of **all** its pupils, not representing individual parents or their concerns.
- Other parents may approach you with concerns *but you should not become personally involved in individual matters*, as this might jeopardise subsequent formal procedures. You should guide parents about appropriate lines of action and procedures.
- You should not express opinions or vote in a particular way simply because you have been pressed to do so by other parents.
- You are not there to promote the interests of your own children but of **all** children.

Parent members serve a four-year term of office. You can complete your term of office if your child leaves the school and may resign at any time by giving notice to the Chair. Being a parent member does not disqualify you from your usual rights as a parent including making a complaint.

Like all committee members, you will need to respect the confidentiality of the committee – even if you personally disagreed with a decision, you must support the decision making process and take responsibility for the outcome.

All Astrea committee members are required to adhere to the Code of Conduct, undergo an enhanced disclosure DBS check and to make an annual Declaration of Interest. This might require a committee member to withdraw from specific discussions where s/he, a partner or close relative or associate stands to gain or where the member is so close to a matter being discussed that it will be difficult for him or her to be impartial.