



Wednesday 8th May 2019

Dear Parent/Carer,

RE: PARENT GOVERNOR ELECTION

There is a vacancy for a parent governor on our Academy's local governing board and I am writing to invite nominations to fill the vacancy. The term of office for parent governors is one year. We particularly welcome nominations from parents with experience or training in Special Educational Needs and Child Protection.

Our Local Governing Board has a vital role to play in driving up whole school and pupil performance, through building productive relationships with the Headteacher and Senior Leaders whilst holding them to account for school performance. Governors are not responsible for the internal organisation, management and control of the school or the educational performance of the school, as this is the Headteacher's responsibility.

If you would like to stand for election please arrange for the enclosed nomination form to be completed and returned, either by post or email to the address below, by **5pm on Friday 24th May 2019**:

Aurelie Stutz, Future Academies, Lupus Street, London, SW1V 3AT
Aurelie.Stutz@futureacademies.org

Parents/carers putting their names forward are invited to provide a brief statement, for inclusion in the ballot paper, giving:

- evidence of the extent to which you possess the skills and experience the governing body desires;
- your commitment to undertake training to acquire or develop the skills to be an effective governor;
- if seeking re-election, details of your contribution to the work of the governing body during their previous term of office; and
- how you plan to contribute to the future work of the governing body.

The enclosed information clearly outlines the core functions of the local governing board and role of a school governor, a code of conduct and the commitment expected as well as summarising the eligibility to serve as a governor. Anyone standing for election must certify that he/she is not disqualified for any reason.

Where nominations are received, candidates will be contacted by the Trust Governor Support Officer, to discuss the role more fully and to answer any questions you may have. Should you have any queries in the interim please contact Gemma Roberts on 020 7828 0881 Ext 433. If there are more nominations than vacancies, a Parent Governor ballot will be arranged and ballot papers will be sent to all parents together with details of the ballot.

Yours faithfully,

Mr T Phillips
Acting Headteacher



Phoenix Academy is part of
The Future Institute



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**NOMINATION FORM FOR ELECTION OF PARENT GOVERNOR AT
PHOENIX ACADEMY**

Name:
Address:
Post Code:
Telephone:
Email:

Candidate information: *Please include an outline of your skills and experience, interests and how you plan to contribute to the future work of the governing body. This information will be distributed to all parents for information in the event of a ballot. Continue on a separate sheet if necessary.*

I wish to submit my nomination for the election of Parent Governor.

I confirm that,

1. I am willing to stand as a candidate for election as a parent governor.
2. I am not disqualified from holding office for any of the reasons set out in the overleaf.

By signing this form I agree to abide by the Trust's Code of Conduct and uphold the vision of Future Academies Trust.

Signature: **Date:**

Parent of: **Year Group:**

Completed nomination forms must be returned to: Aurelie Stutz, Future Academies, Lupus Street, London, SW1V 3AT or Aurelie.Stutz@futureacademies.org

Please return your nomination form by 5pm on Friday 24th May 2019.



FOREWORD
GOVERNANCE HANDBOOK, DEPARTMENT OF EDUCATION

The department's vision is to see robust and effective of governance in every school and trust. As the first line of accountability, the department recognises that high quality effective and ethical governance is key to success in our school system and for the future of children and young people.

I am pleased to have been asked to write this foreword for what is the latest Governance Handbook update, as it provides me with an opportunity to say thank you for the work that you do to support schools and academies. I truly believe that no school can perform well over a sustained period of time without effective governance.

This latest version of the handbook is mainly a policy and legislative update, but it also intends to clarify some of the areas that you have raised with us directly.

The key features of effective governance – strategic leadership, accountability, people, structures, compliance and evaluation – are embedded into this handbook and the competency framework for governance. They also underpin the DfE-funded governance training programmes, which the Secretary of State has provided funding for in recognition of the important role of the army of volunteers who undertake this work. I encourage every board and clerk to take-up one of the training offers.

As an ex-trustee, I recognise that the foundation of effective governance is based on the commitment, skills, knowledge and behaviours of a group of volunteers. However, I also believe that for a board to be effective it will need to consist of a diverse group of volunteers, from a variety of backgrounds, who each bring with them different perspectives and experience but who are there for the same purpose, to ensure they can provide the best education to their students.

I understand that many of you involved in governance do so because you want to give something back to the community, using the skills you have acquired in your professional careers and putting them to good use. But, being a governor or trustee is also about learning new skills and obtaining wider knowledge. Undertaking a governance role can provide you with these additional skills and can have a positive impact on your own development, which in turn can have a beneficial impact on your self-development, in your workplace or on the wider community. It can also build confidence and provide volunteers with the opportunity to increase their capability in a professional role.

Lord Theodore Agnew

Parliamentary Under Secretary of State for Schools



PHOENIX ACADEMY OUR VISION, VALUES AND ETHOS

At Phoenix Academy our core belief is that all pupils can succeed if given highly effective teaching and well directed pastoral care. Our mission is to create a school of the highest standards that achieves this through recruiting and training excellent teachers and support staff and in developing a pastoral system that ensures no child is left behind. Our ethos and vision is clear and takes the form of 2 main pillars – the importance of academic study and the importance of co-curricular experiences.

At Phoenix we believe that academic knowledge and the ability to think scientifically is the passport to a brighter future. We therefore place real importance in the study of the academic disciplines and the development of domain-specific knowledge. This means that we believe that all students need and have a right to develop a large body of knowledge that will help them access and make sense of the world around them.

Our school motto is *Libertas per cultum* (Freedom through education). We strive to instil in our students:

- Freedom to choose, to be knowledgeable enough to make good choices in life.
- Freedom to think well – we think with words, therefore depth and breadth of knowledge are vital tools in life.
- Freedom from ignorance and prejudice through knowledge and conceptual understanding of the world.
- Freedom to lead a purposeful and fulfilling life.

GOVERNANCE AT FUTURE ACADEMIES

Future Academies is a Multi-Academy Trust (MAT), which exists to advance the education of children. In accordance with the Trust's Articles of Association, it is governed by Directors. Lord Nash is Chairman of the Board of Directors. The Directors are supported at school level by governors.

School Governors Overview:

1. Governors have a vital role to play in making sure every child gets the best possible education.
2. At Future Academies school governors contribute to the work of the Trust's Directors through a strong focus on three core strategic functions:
 - a. Ensuring clarity of vision, ethos and strategic direction;
 - b. Holding the Principal to account for the educational performance of the school and its pupils, and the performance management of staff; and
 - c. Overseeing the financial performance of the school and making sure its money is well spent.

The Directors of Future Academies are immensely grateful to governors for sharing their expertise and time to transform the life chances of young people.

PARENT GOVERNOR ELIGIBILITY CRITERIA

A person is disqualified from holding or continuing to hold office as a governor of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body;
- has been removed from office as an elected governor within the last five years;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people;
- is barred from any regulated activity relating to children;
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008;
- is disqualified from working with children or from registering for child-minding or providing day care;
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State;
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor;
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor;
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more;
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor;
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- if he becomes incapable by reason of a mental disorder, illness or injury of managing or administering his own affairs;
- he is absent without the permission of the Directors from all their meetings held within a period of six months and the Directors resolve that his office be vacated;
- refuses a request by the clerk, or their designate, to make an application to the Disclosure And Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the Clerk to the governing body.



LOCAL GOVERNING BODY TERMS OF REFERENCE

1. Role of the Directors of Future Academies

- 1.1 The role of the Directors is to operate the school, attending to the progress and attainment of all pupils and to comply with all relevant legislation, and the regulations of the Academies Finance Handbook.
- 1.2 Directors seek support and challenge in executing their duties from the Local Governing Body (LGB), and do not delegate powers to the LGB with the exception of the Exclusion Committee.
- 1.3 Directors appoint appropriately qualified advisors to the LGB.
- 1.4 Directors ensure one parent of current school pupils is elected by parent peers to the LGB.
- 1.5 Members of the LGB, whether appointed or elected, are known as 'Governors'.

2. Role of the LGB

- 2.1 In their advisory capacity, Governors help the Directors of Future Academies hold the Headteacher to account for the progress, attainment, safeguarding and wellbeing of all pupils.
- 2.2 Each Governor shall act in the best interests of the Academy at all times.
- 2.3 The discussions of the LGB are confidential. The papers of the LGB, with the exception of the agenda and minutes, are confidential.

3. Terms of office

- 3.1 Non-parent Governors serve at the discretion of the Directors of Future Academies.
- 3.2 Parent Governors must be elected for a term of 1 year, a period of time which may be extended at the discretion of the Directors of Future Academies.
- 3.3 The Directors may terminate the appointment of any Governor whose presence or conduct is deemed by the Directors not to be in the best interests of the Company or the Academy. Breaching confidentiality is grounds for termination of service.

4. Appointment of Chairman

- 4.1 The Chairman of the LGB will be elected by the Directors of Future Academies for a period of 3 years.
- 4.2 If the Chairman is absent a Director present will act as Chairman for that meeting.
- 4.3 If no Director is present, those Governors present shall appoint one of their number to chair the meeting.

5. Meetings of the LGB

- 5.1 The LGB shall meet at least three times in every academic year, and shall hold such other meetings as may be necessary.
- 5.2 All meetings shall be convened by the Clerk to the LGB, who shall send to the Governors written notice in advance of the meeting as well as a copy of the agenda and any documents to be discussed.

6. Minutes and Publication

- 6.1 At every meeting of the LGB the minutes of the last meeting shall be taken as the first agenda item after any apologies, except in cases where the Governors present decide otherwise, and, if agreed to be accurate, shall be signed as a true record.
- 6.2 Approved minutes shall be made readily available to the public by the Clerk.

7. Delegation of Functions and Committees

- 7.1 All decisions are fulfilled at Trust level with the exception of the Exclusion Committee.