



16 October 2023

Dear Parent/Carer

### **Nominations for Parent/Carer Members of the Academy Council**

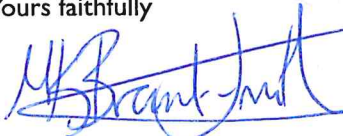
The Academy is seeking nominations for Parent/Carer Members (governors) to sit on the Academy Council of Outwood Academy Riverside. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to Mrs McNeill at the Academy no later than Monday 6 November 2023 or via email ([a.mcneill@riverside.outwood.com](mailto:a.mcneill@riverside.outwood.com)). The successful candidate will undergo an induction process to help them understand and fulfil their role.

If on the closure for nominations there is more than one nominee, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

The Academy Council is a sub-committee of the main Outwood Grange Academies Trust Board and we meet every half term for approx. two hours. We are currently meeting in person but governors are welcome to join the meetings via GoogleMeet if they prefer. Any papers or reports are circulated beforehand and governors are expected to read these (1-2 hours) and come to the meeting with any questions they may have to ensure we are providing support and challenge to the school leadership team. Governors are also expected to visit school at least annually to observe and report back on an area of school improvement. As you would expect, there is mandatory training on Child Protection and Safeguarding issues every year. This is done online, in your own time (3-4 hours).

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk of the Academy Council, Angela McNeill ([a.mcneill@riverside.outwood.com](mailto:a.mcneill@riverside.outwood.com)).

Yours faithfully



Mrs M Brant-Smith  
Principal

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

**OUTWOOD ACADEMY RIVERSIDE  
NOMINATION PAPER FOR THE ELECTION OF A PARENT/CARER MEMBER OF THE  
ACADEMY COUNCIL**

**Please complete Sections 1, 2 and 3 in BLOCK CAPITALS**

Name of Nominee (in full) (Mr/Mrs/Ms) \_\_\_\_\_  
(BLOCK LETTERS)

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name(s) of Student(s) (in full): \_\_\_\_\_ Date of Birth of Student(s): \_\_\_\_\_  
\_\_\_\_\_

Name of Proposer (in full) (Mr/Mrs/Ms): \_\_\_\_\_ Name of Student (in full): \_\_\_\_\_

Name of Seconder (in full) (Mr/Mrs/Ms): \_\_\_\_\_ Name of Student (in full): \_\_\_\_\_

**NOTES:**

- 1 The Returning Officer shall be an Officer from the Academy.
- 2 The nomination of a parent/carer must be exercised in accordance with the regulations in the Code of Practice for the election of Parent/Carer Members of the Academy Council.
- 3 The Nomination Paper must be completed in full and returned to Mrs McNeill at the Academy
- 4 A nomination must include the names of the nominee, proposer and seconder, all of whom must sign the nomination form.
- 5 The relevant School Government Regulations prescribe the circumstances and cases in which a person is to be disqualified from holding or continuing to hold office as a Member of an Academy Council of an Academy. Should you wish to clarify your position before submitting your nomination, please contact the Clerk to the Academy Council, Angela McNeill on email address [a.mcneill@riverside.outwood.com](mailto:a.mcneill@riverside.outwood.com)
- 5 **It should be noted that if you intend to submit a statement, of not more than 200 words, in support of your nomination, this should be submitted with your nomination form.**

**Signature of Nominee:** \_\_\_\_\_  
(in acceptance of the nomination)

**Signature of Proposer:** \_\_\_\_\_

**Signature of Seconder:** \_\_\_\_\_

DATE RECEIVED IN ACADEMY: