



ST AMBROSE
CATHOLIC PRIMARY SCHOOL

29th April 2021

Dear parents/carers,

Parent Academy Representative vacancy letter

We currently have a vacancy for one parent academy representative and are seeking nominations for an enthusiastic and committed parent or carer to join the academy committee.

The core functions of the academy committee are:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

The term of office for all academy representatives is four years.

At St Ambrose we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent academy representative. The academy committee's main tasks are to support the school, ensure that all pupils receive a high quality education and plan for future development and improvement.

Parent academy representatives are welcomed as valued members of the team and play a vital role in ensuring the academy committee is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the school's performance.

St Ambrose
Catholic Primary School
Leswell Street, Kidderminster,
Worcestershire, DY10 1RP

Tel: 01562 823 568
st-ambrose.sch.life
Principal: Mrs Emma Brocklesby

Part of the Emmaus Catholic Multi Academy Company

Private Limited Company of Charitable Status within the Archdiocese of Birmingham
Registered in England and Wales Company No 09174154





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Academy representatives currently meet as a committee six times a year and meetings usually start at 6.00pm and are finished around 8.30pm. All meetings currently are virtual but will be held school when the guidance allows. If needed, additional meetings will be planned.

Academy representatives are occasionally required to visit the school during the day for monitoring visits and are encouraged to support school events, where possible.

We offer new academy representatives a comprehensive and supportive induction. Full training for the role is also available.

If you are interested in becoming an academy representative, self-nomination is acceptable – see attached form, which will need to be submitted to the school office by 12.00 noon on Friday 14th May 2021.

When nominating yourself or someone else for the role of academy representative, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other academy representatives and the principal, to promote high standards and strategically develop the school. The academy representative's role is not to represent individual parents' views or to report back directly to parents.

Should you have any questions about the role please do not hesitate to contact me via the school office, email address office@st-ambrose.worcs.sch.uk.

If there are more nominations than vacancies, an election will be held on Friday 21st May and all parents will be sent a voting paper.

Yours sincerely,

Mrs Brocklesby
Principal

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Parent academy representative nomination form

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of school academy representative. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position

Section one – self nomination

I wish to nominate myself for the role of parent academy representative at St Ambrose Catholic Primary School. I have read the information on disqualification and confirm that I am eligible to stand for election.

Name:	
Email address:	
Child's name:	
Child's class:	
Signature:	

Section two – nominating someone else

I wish to nominate another parent for the role of parent academy representative at St Ambrose Catholic Primary School. I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.

Nominee's details

Name:	
Email address:	



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Child's name:	
Child's class:	
Signature:	
Person being nominated	
Name:	
Email address:	
Name of child:	
Child's class:	
Signature:	I have read the information on disqualification and confirm I am eligible to stand for election.

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