

Tuesday 12th November 2024

Dear parents and carers,

A few weeks ago, we sent out information about Academy Parent Ambassadors (APAs). The APA role is one that can be taken by a parent or carer of a pupil currently in the school, and will be elected by our other parents and carers. We are looking for two APAs – could this be something you would like to do?

What does it involve?

- *As well as having a child in the academy during the 2024-5 academic year, you will need to have an interest in helping the academy and the trust to improve and the ability to act as something of a figurehead for the parent body.*
- *Although the APAs will not take any decisions about the running of the academy, they will oversee our work to engage with the whole parent community and also ensure that the results of our stakeholder survey are sent to the Board every spring.*
- *APAs will be offered the chance to meet with our Chief Executive Officer and possibly with some of the Trustees on an annual basis and they may be trained to support other academies in the Trust with governor panels to consider cases of pupil suspensions and exclusions.*
- *There are no formal meetings for the role, but we would expect people considering being an APA to commit at least three or four days a year to their work.*

If you would like to be put forward to the whole parent/carer body as a candidate, please complete the attached short form and return it to Mrs Tett by **22nd November 2024**. Your name, along with your personal statement will then be shared with the whole parent body and by returning it to us you provide consent for this to happen.

I look forward to receiving your nominations!

Yours faithfully,

J Howden

Principal



The Ingoldmells Academy is part of the Greenwood Academies Trust

The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>



GREENWOOD ACADEMIES TRUST

Terms of Reference for the Academy Parent Ambassadors (APAs)

Membership and pattern of work

There will be two APAs per academy, elected during the autumn term of every academic year. All parents/carers will be entitled to stand for election in a year when they have at least one child at the academy. APAs may meet formally with the Principal but this is not a requirement. They may instead engage with the Principal and other academy leaders in other ways, such as via broader parent forums or other activities. Once a year, the CEO will invite all APAs to join him on one of his regional visits.

Eligibility and status

APAs are a Committee of the Trust Board and members serve entirely at the discretion of the Board of Trustees. Anyone seeking election as an APA must be the parent or carer of a child on the academy roll at 1 September. They will also be required to provide such personal information as is required for us to carry out the checks below and be required to sign a declaration of fitness to serve which will require the disclosure of any prior criminal record or other potential cause for concern.

We will carry out the following checks on elected APAs prior to their formal appointment and inline with our normal recruitment procedures:

- confirmation of identity, proof of address and right to work in the UK
- enhanced DBS check with barred list check, required because of the responsibility for overseeing Governor Disciplinary Committees
- section 128 check, to ensure they are not prohibited from serving in a position of educational leadership
- Google search and social media check.

The Trust Board reserves the right to prevent an elected APA from taking up their position if any of these checks should provide cause for concern.

In addition, the Trust Board reserves the right to terminate the appointment of any APA if they contravene the codes contained within this document, fail to follow Trust policies, including the Staff Code of Conduct and expectations in regard to the use of IT, social media and online communications or otherwise behave in a way which does not befit their role as part of our governance structure.

Remit

APAs exist to ensure that the Board is able to be sighted on parental feedback around each of our academies. They will sponsor the delivery of an annual survey of parents and provide structured feedback to the Board on an annual basis, as well as having the opportunity to provide informal feedback to the Principal and to the CEO as described above.

APAs will also take delegated responsibility for the organisation of Governor Disciplinary Committees (GDCs) in respect of suspensions and exclusions and for the organisation of stage 2 complaint panels in relation to their own academy.

Responsibilities

APAs will

- act as a champion for our parent body and report feedback through the channels described above.
- scrutinise and sign off the academy parental engagement strategy.
- sponsor and sign off an annual survey and report to the Board.
- take delegated authority for the organisation of GDCs and stage 2 complaint panels.

Practicalities

The work of APAs will be overseen at Trust level by the Corporate Affairs Director, who will ensure a level of consistency in the way in which stakeholder feedback is provided to the Board.

In addition, APAs will 'pool' their responsibility for organising GDCs and complaint panels across the Trust and further delegate the organisation of these to the Corporate Affairs Director.

As such, GDCs and panels will be constituted as a committee having delegated authority from the local layer of our non-executive governance and may include Trustees, APAs, executive leaders and other individuals with an appropriate level of knowledge, skill and experience.

Anyone sitting on a GDC or complaint panel will have been appropriately vetted and trained and, for GDCs relating to exclusions, we will always ensure that a majority of members are not executive leaders.

NOMINATION FOR THE ROLE OF ACADEMY PARENT AMBASSADOR

Name:

Academy:

Name and year group of child in the academy (only include the eldest if you have more than one):

DoB:

Address:

Email:

Mobile phone number:

Please write a short statement that can be circulated as part of the election detailing (in no more than 250 words)

- Why you would like to be an APA
- The skills you will bring to the role

I wish to put my name forward for election as an Academy Parent Ambassador.

I have read and understood what the role entails.

In submitting this form I give permission for my name and supporting statement to be shared among the parent body for the purposes of the election.

Signed:

Date: