Date: 15th September 2023

**Parent/Carer of pupils attending:**

**Our Lady’s Catholic School, Buckinghamshire**

Dear Parent/Carer

**LOCAL ACADEMY COMMITTEE – PARENT ELECTION**

I am writing to invite you to stand for election as a parent local academy committee member or nominate another parent to do so. In our school, we have provision for two parent local academy committee members and there are currently two vacancies.

The local academy committee is delegated certain functions by the Board of Directors and will be responsible for local accountability and day to day support and oversight of the school’s leadership team.

No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the local academy committee’s work. Training is available for all local governors.

The enclosed sheet summaries the circumstances under which someone cannot serve as a local governor. Nominations must be from parents, or individuals exercising parental responsibility, of a child at the school.

If you would like to stand for election, please complete the enclosed nomination form and return to the school no later than **25th September 2023**. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully

Headteacher name

Returning Officer