

1st November 2022

The Milestone School

Seeking nominations for a Parent member to serve on the Local Advisory Board (LAB)

We have one vacancy for an elected parent member on the Local Advisory Board for The Milestone School.

We are seeking nominations from parents, or individuals exercising parental responsibility, of a registered pupil at the school to fill the vacancy and take on the role as soon as possible.

Principles of the election process

Local Advisory Boards are a key part of the governance structure within SAND Academies Trust and are integral to supporting the vision for the Trust in ensuring the individual identity of each school. The LAB provides strategic challenge and support to the leadership team concentrating on the absolute priority for the school: the quality of education and enhancement of life skills for all children and young people.

The role of parent member is voluntary and includes attending 6 meetings each academic year. LAB members may also be required to participate in ad hoc panel meetings and will be invited to attend any training relevant to their role.

Parent members serve a term of 4 years. Parent members will be subject to the pre-appointment checks applicable to all LAB members including signing a code of conduct, completing the annual declaration of interests form and undertaking a DBS check. Training and induction will be made available to all new LAB members.

Parents, or individuals exercising parental responsibility, of a registered pupil at the school are eligible to stand and, if elected, will become a LAB member. The board is committed to a diverse and inclusive ethos. There are some instances where individuals may not be eligible to stand, and you should check this with the declaration information attached to this letter.

If you would like to submit a nomination you must:

- Complete the nomination form and sign it, providing full details so that we can contact you if needed; and
- Check that you are eligible to become a LAB member using the checklist attached; and
- Provide a personal statement no longer than 200 words (typed if possible) to be circulated to all parents if there is a need to go to ballot.

If you wish to nominate yourself for this role, please complete and return the attached nomination form by **12 noon on Monday 14th November 2022**. All requests for further information, and all nomination forms must be returned by email to the Trust Governance Professional: Kate Shepherd at kate.shepherd@sandmat.uk

The election process

If more nominations are received than there are vacancies, then an election will be held. Kate Shepherd has responsibility for making the necessary arrangements for any election process. Hard copy ballot papers including each candidate's personal statement will be sent to all parents to exercise their vote anonymously.

We would intend to allow voting between 17th November and 30th November and would then hold an election count to which candidates will be invited if they so wish.

We do hope that you will be interested in this role and look forward to receiving nominations.

Kind regards



Mrs Kate Shepherd

SAND Trust Governance Professional

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants should be aware that online checks will be undertaken for all nominated candidates which will involve screening of social media profiles – this is a requirement set out in the 2022 update to KCSiE (Keeping Children Safe in Education).

The search is looking for anything that calls into question the candidate's suitability to work with children or could cause harm to the reputation of the school or to SAND Academies Trust.

If you would like any further information on what the searches will involve, please contact the Trust Governance Professional: Kate Shepherd.

Eligibility to serve as a member of the Local Advisory Board

In accordance with SAND Academies Trust Articles of Association, there are reasons a person may not be eligible to stand as a member of a Local Advisory Board.

Please use the list below to check that you are eligible before submitting a nomination form to join the Local Advisory Board.

- You must be aged 18 or over
- You must not currently be a pupil / student at any of the schools with SAND Academies Trust.
- You must not be incapable by reason of illness or injury in managing or administering your own affairs.
- You must not have been declared bankrupt and/or had your estate seized for the benefit of creditors (where the declaration or seizure has not been discharged, annulled or reduced)
- You must not be the subject of any bankruptcy restriction order or an interim order
- You must not be subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(2b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- You must not have been removed as a Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of the charity
- You must not have been convicted of any criminal offence, excluding any spent convictions, and excluding any offence where the maximum sentence is a fine or lesser sentence (except for offences under section 178 of the Charities Act 2011)
- You must agree to provide a criminal records certificate at an enhanced disclosure level (under section 113B of the Police Act 1997)

If you have any queries or would like any clarification on any of these criteria, please contact the Trust Governance Professional kate.shepherd@sandmat.uk