



Christ's College Guildford

Principal: Matthew Goulborn, BA (Hons), NPQH
www.christscollege.surrey.sch.uk



16th January 2025

Dear Parent or Carer

LOCAL COMMITTEE (LC) PARENT MEMBER ELECTIONS

There is **one** vacancy for a parent member on our school's LC and I am writing to invite nominations to fill the vacancy. The term of office for LC parent members is four years and you must have a child on the roll of the school at the time of your application.

LC parent members play an important role as members of the LC helping to ensure that all children in our school have the best opportunities to learn and achieve. The LC has a vital role to play in driving up standards in our school and ensuring that our Christian character is upheld in all aspects of the school.

LC parent members and all other members of the LC build productive relationships with the Principal School Leader while holding them to account for school performance. They work strategically by developing the vision, ethos and strategic direction of the school, overseeing compliance by monitoring the impact of specific grants (Pupil Premium) and ensuring risks to the organisation are well managed. LC members are expected to attend six meetings per annum, be able to visit the school during the day and undertake training, which is free. All new LC parent members will be asked to attend a one hour online induction training.

A willingness to learn and to support the activities of the school and The Good Shepherd Trust is also essential.

If you would like to stand for election please arrange for the attached nomination form to be completed and returned to the school for the attention of the Principal's PA no later than Thursday 30th January 2025.

Parents/carers are invited to provide a brief statement of no more than 300 words providing the following information:

- the skills you can bring to the LC and some evidence of those skills
- how you will support the work of the school and the vision, values and ethos of The Good Shepherd Trust
- your commitment to undertake training to acquire and develop the skills to be an effective LC member

Anyone standing for election must certify that he/she is not disqualified for any reason.

If there are more nominations than vacancies, a secret ballot will be arranged with ballot papers sent to all parents and carers together with details of the ballot procedure.





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I would like to meet any potential LC parent member to discuss the role, your skills and the commitment required. Please contact me via my PA Mrs Grimmond agrimmond@christscollege.surrey.sch.uk.

Yours sincerely

Matthew Goulborn

Principal





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Nomination: LC parent member

Name School

I confirm (i) that I am willing to stand as a candidate for election as a LC parent member and (ii) that I am not disqualified from holding office for any of the reasons given.

I confirm that I have a child on the roll of the school to which I am applying, at the time of application.

Signature (Date)

Parent of Class

Please include an outline of your skills and experience, how you will support the work of the school and the vision, values and ethos of The Good Shepherd Trust and indicate your willingness to attend training in 300 words or less. This information will be distributed to all parents for information in the event of a ballot and provided to GST as part of any potential referral for appointment.

**Completed nomination forms and disqualification declaration must be returned to the school by
30th January 2025**





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ROLE OF THE PARENT LOCAL COMMITTEE (LC) MEMBER

In accordance with the scheme of delegation, there are up to two parent LC members who sit on the Local Committee of a school within the Trust. Parent LC members bring valuable information about the parental view in school but join the LC in making strategic decisions about the school as a whole. The aim of the LC is to ensure that every child in the school is learning, achieving, and flourishing.

Parent LC members are representatives from the parent community rather than representatives of parents, bringing a parental viewpoint and perspective to discussions. They should not be seen as a 'go-between', parent delegate or nominated to champion their own child or a specific cause. They act according to their own conscience and should follow the appropriate rules of the LC code of conduct, Trust protocol and policies and confidentiality. To effectively fulfil the role, parent LC members:

- should not participate in discussions where they have a personal interest in the outcome
- should not raise specific issues about their own child or other parents' children
- should follow the agreed procedure for putting items on the agenda
- do not have a mandate to express any views other than their own. However, they should report in good faith any widely held parental views, even if in a vote they decide to vote differently
- attend training sessions for LC members and access other relevant training
- should agree with the rest of the LC how decisions can be shared with the school community and never communicate as an individual or with delegated responsibilities
- must not report who said what at any meeting
- should be aware of the sensitivity of LC meeting discussions
- remember that they are a representative of The Good Shepherd Trust at all times

Achieving a balance between being an impartial representative member of the parents and being a parent can sometimes be challenging. Parent LC members should always refer any parent who approaches them with individual concerns to the class teacher or Principal, in line with the school policy. They should never give advice or an opinion, in their role as an LC member representing The Good Shepherd Trust. It is good to remember:

- ♦ never press your own personal agenda or that of another parent
- ♦ never promise to 'solve a problem' on your own
- ♦ be wary of bringing an individual issue to meetings without following the agreed procedures
- ♦ abide by the agreed protocol regarding agenda items
- ♦ keep yourself aware of parental views and concerns in a public and inclusive manner
- ♦ play an active part in all meetings

The Good Shepherd Trust and its Governance Structure

The Good Shepherd Trust (the Trust) is a family of 23 church and community schools within the Diocese of Guildford.

Established in 2012 as a multi-academy trust (MAT), the Trust believes in the value of each young person and the importance of holistic education at all its schools.





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In partnership with schools the Trust strives to provide transformational education by setting high standards, encouraging and recognising positive achievement in everyone, raising aspiration, increasing opportunities and improving standards.

As a charity and company limited by guarantee, The Good Shepherd Trust is governed by a Board of Trust Directors (the Board).

The Board delegates certain functions to its Local Committees. These are set out in detail in the Trust's Scheme of Delegation, accessible by clicking on the following link: [GST Scheme of Delegation](#) and, in summary, include the following, which should be read in conjunction with the Scheme of Delegation:

1. To develop the Christian ethos, vision and values of the (church) school in line with those of The Good Shepherd Trust and reflecting the needs of the local community
2. To seek assurance and evaluate the impact and effectiveness (of church schools) with the SIAMS framework
3. To support and challenge the school's leadership team
4. To demonstrate appropriate challenge by holding school leaders to account for academic performance, quality of care, provision and safeguarding
5. To challenge and support in terms of learning, standards, safety and wellbeing. This includes identifying committee members that take special responsibility in areas including Safeguarding and child protection, SENd and vulnerable children, Health and Safety, Christian Character and Attendance.
6. To monitor the impact of the school's performance of spending specific grants against pupil outcomes.
7. To follow the Trust policy for dealing with complaints and support the Principal School Leader in the recruitment and selection, grievance, and disciplinary processes, where permitted and appropriate.
8. To participate in panels to review the decisions of the Principal School Leaders of other Schools within the Trust in exclusion cases where appropriate and, if requested, for staff recruitment.
9. To record visits to the school/s both during school hours (with prior arrangement with the Principal School Leader) and other events as appropriate.
10. To draw any significant recommendations and matters of concern to the attention of the Trust Board via the CEO.

Each LC is composed of a fixed number of categories of members.





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No LC member has the authority to act individually on behalf of the school because the LC works as a committee of the Trust Board, sharing responsibility for all decisions and actions in line with the Articles of Association and Scheme of Delegation.

LC members are expected to abide by the Code of Conduct for LC members (copy attached) and should be aware of the qualifications and disqualifications that apply (see Appendix One).

Knowledge and skills:

The role of an LC member is largely a thinking and questioning role; they are not charged with the operational issues in managing an academy day-to-day but are required to oversee its long-term development in conjunction with the Trust. LCs rely on a variety of experiences and perspectives. No specific prior knowledge is required and the Trust seeks volunteers with a range of skills and backgrounds. Training and support are available for new and existing members and are free of charge.

Time commitment:

The average time commitment is 10-15 hours per term. This includes meetings, background reading and school visits.

Under Section 50 of the Employment Rights Act 1996, if an individual is employed, then they are entitled to 'reasonable time off' to undertake public duties; this includes school governance. 'Reasonable time off' is not defined in law, and an individual will need to negotiate with their employer how much time they will be allowed.

Term of appointment:

The term is 4 years and LC members are eligible to be reappointed once. However, as a volunteer, they can resign at any time if their circumstances change.

Expenses:

LC members may claim for necessary out of pocket expenses (such as travel costs) incurred because of fulfilling their role as a member of the local committee. These do not include travel between their home and the site of routine LC meetings (usually the school). Payments do not cover loss of earnings and will be made in accordance with the Trust's expenses policy.

Safeguarding:

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Members of LCs are expected to obtain an Enhanced DBS clearance and a Section 128 check and complete a safeguarding self-declaration, on an annual basis.





APPENDIX ONE

Qualifications and disqualifications for being a member of the Local Committee (LC)

Grounds for disqualification fall into three broad categories:

- general grounds
- grounds that apply to particular categories of LC member
- grounds that arise because of particular failings or actions on the part of the LC member.

General grounds

- Registered pupils cannot be LC members.
- A LC member must be aged 18 or over at the time of election or appointment.
- A person cannot hold more than one LC member post at the same school at the same time.

Grounds that apply to particular categories of LC member

- A person is disqualified from being a parent LC member if they work at the school

Grounds that arise because of particular failings or actions on the part of the LC member

- A person is disqualified from being a LC member of a particular school if they have failed to attend the meetings of the Local Committee of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the Chair of the Local Committee. This does not apply to the Principal School Leader.
- A person is disqualified from serving on the LC and shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.
- A person shall cease to hold office if they fail to supply the information required within the requisite time period for an application to the Disclosure And Barring Service (DBS) for a criminal records certificate, for the DfE website under Getting Information About Schools (GIAS), for inclusion in the Register of Interests published on the Trust's website or for section 128 of the Education and Skills Act 2008 (the time period being 14 days for GIAS and Register of Interests & 21 days for DBS and Section 128).

A person is disqualified from holding or continuing to hold office as a LC member of a school if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)





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- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- has been removed from office as an elected LC member within the last five years.
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children.
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- is disqualified from working with children or from registering for child-minding or providing day care.
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a LC member or since becoming a LC member.
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a LC member.
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a LC member.
- refuses a request by the LGP to make an application to the Disclosure and Barring Service for a criminal records certificate.

Qualifications and Disqualifications for members of the Local Committee

Declaration: I certify that I am over eighteen years of age and that none of the disqualifications from holding office apply.

Name:

Signed:

Date:

This declaration must be returned with the nomination form no later than 30th January 2025.

