



# Farnborough Primary School

Farnborough Hill  
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[www.farnborough.bromley.sch.uk](http://www.farnborough.bromley.sch.uk)

**Executive Head: Miss A James BA (Hons), PGCE, NPQH**

Dear Parent/Carer,

11 October 2023

## Re: Parent Local Committee Member Elections

I am writing to you to invite you to stand for election as a Parent Local Committee Member, or nominate another parent to do so (with their permission). In our school we have provision for 2 Parent Local Committee Members and there is currently one vacancy for a Parent Local Committee Member.

The key purpose of the Local Committee is to help the school and Nexus Education Schools Trust (NEST) provide the best possible education and opportunities for its pupils. The Trust and the Local Committee have a strong commitment to putting children at the heart of all decisions and a moral purpose to provide excellence and opportunity for all. Local Committees make decisions collectively in collaboration with the NEST Board of Trustees and its committees.

The Local Committee will work with NEST and the school to:

- Set the school's values, vision and strategic aims
- Monitor and evaluate performance
- Appoint Link Committee Members (HATS) to oversee key aspects of the school.

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 Committee's work.

The role requires approximately 10 hours per term which includes 1 or 2 meetings a term, reading and preparation, a school visit and training. Training is available for all Local Committee Members and NEST has an expectation that those new to being a Local Committee Member, attend free induction training.

Please get in touch with the school office if you would like a recruitment pack which contains more information about the role.

The enclosed sheet summarises the circumstances under which someone can and cannot serve as a Parent Local Committee Member. 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 nomination form under separate cover by 9:00am on Friday, 10 November 2023.** You may also request a hard copy of the nomination form from the school office. You will be asked to include an optional short personal statement (maximum 250 words) to support your nomination. 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, more details about the ballot procedure will be sent to all parents.

Kind regards,

Angela James  
Executive Head



Farnborough Primary School is a member of Nexus Education Schools Trust and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Nexus Education Schools Trust (NEST) is a charitable company limited by guarantee and registered in England and Wales Company Number 08753719. The registered office is at Brackley Road, Beckenham BR3 1RF Website: [www.nestschools.org](http://www.nestschools.org)



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## Disqualification criteria

- Only a person who is the parent, or an individual exercising parental responsibility, of a registered pupil at the school can qualify to be a Parent Local Committee Member.
- No person shall be qualified to be a Local Committee Member unless aged 18 or over at the date of his or her election or appointment.
- All absences will be noted at meetings. The Chair of the Local Committee will review absence of Local Committee Members termly. Non-attendance for two consecutive meetings can lead to cessation of the role.
- All Local Committee Members are required to provide details for the School to undertake Single Central Register Checks, which includes proof of identity, enhanced Disclosure and Barring Service Certification and suitability and eligibility assessment. Refusal to do so will lead to disqualification.
- A person shall be disqualified from holding or continuing to hold office as a Local Committee Member if the checks disclose information about their unsuitability to volunteer within the school setting. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- A Local Committee Member shall cease to hold office if they become incapable by reason of illness or injury of managing or administering his or her own affairs.
- A person shall be disqualified from holding or continuing to hold office as a Local Committee Member if:
  - They have been declared bankrupt and/or his or her estate has been seized from their possession for the benefit of his or her creditors and the declaration or seizure has not been discharged, annulled or gap reduced; or
  - They are the subject of a bankruptcy restriction order or an interim order.
- A person shall be disqualified from holding or continuing to hold office as a Local Committee Member at any time when he or she is subject to a disqualification order or a disqualification undertaking under the Company Trustees Disqualification Act 1986 or to an order made under section 429(2) (b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- A Local Committee Member shall cease to hold office if:
  - They would by virtue of any provision in the Companies Act 2006 or section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision), be disqualified from acting as a Trustee; or
  - Is otherwise found to be unsuitable by the Secretary of State under the provisions of the Funding Agreements.
- A person shall be disqualified from holding or continuing to hold office as a Local Committee Member if he or she has been removed from the office of charity Trustee or Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he or she was responsible or to which he or she was privy, or which he or she by his or her conduct contributed to or facilitated.
- A person shall be disqualified from holding or continuing to hold office as a Local Committee Member where he or she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011. Please note the amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Ministry of Justice website](#).
- A person shall be disqualified from holding or continuing to hold office as a Local Committee Member if her or she 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 Local Committee Member.
- A person is disqualified from election or appointment as a parent Local Committee Member of a school if the person—
  - is an elected member of the local authority; or
  - is paid to work at the school for more than 500 hours in any twelve consecutive months.

