

Monday 2<sup>nd</sup> October 2023

To all Parents/Carers of students at Outwood Primary Academy Ledger Lane

Dear Parent/Carer,

### **Nominations for Parent/Carer Member of the Academy Council**

The Academy is seeking nominations for a Parent/Carer Member to sit on the Academy Council of Outwood Primary Academy Ledger Lane. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to Katy Lanceley at the Academy no later than **Monday 6<sup>th</sup> November** or via email ([k.lanceley@outwood.co.uk](mailto:k.lanceley@outwood.co.uk))

If on the closure for nominations there is more than one nominee, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, this should be included with your nomination form.

Please also find attached to this letter a fact sheet on becoming a Parent/Carer Member of an Academy Council; Regulations Applying to Potential and Current Members of Academy Councils; and the Code of Practice for the Election of a Parent/Carer Member of the Academy Council.

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council, Katy Lanceley.

Yours faithfully



Mrs R Skirrow  
Principal