



RAINHAM MARK EDUCATION TRUST – Company No. 07654628

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20 September 2022

Dear Parents/Carers

I am writing to you to seek your input and support in helping lead our school as a member of the Academy Committee; the Academy Committee is what used to be called the governing board; same role, new identity.

We are a group of volunteers who support the Trust and the school leadership in delivering the trust vision at the school.

We are now recruiting for one new parent/carers member. Parents and carers are the most important members of our committee and their appointment is a statutory requirement. We would like you to consider volunteering for this important role, no previous experience is required as all training is provided. If you feel you have the time, energy and enthusiasm to help drive future improvement at our school please do consider this opportunity. The term of appointment is four years.

We always seek to represent the diversity of our students on our Academy Committee.

If you've got this far I ask you to keep reading and put yourself forward for this important role in our school.

There is an extended formal terms and conditions and additional information below.

Best wishes

Nathan Ward  
Trust Chair



**Executive Head teacher:** Mrs Kim Wilmer **Head of School:** Mrs Sharon Farish  
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20 September 2022

Dear Parents/Carers,

### **Election of Parent Academy Committee member**

Following the Trust Chair's letter above, I am writing to invite you to join the Academy Committee for Twydall Primary School. Together with the headteacher, the academy committee works to deliver the Trust's vision, is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

#### Expectations of committee members

The role of a committee member at Twydall Primary School will include:

- Attendance at meetings (4 per year)
- Conducting monitoring visits (max 3 per year)
- Maintaining confidentiality
- Committing to training

No special qualifications are needed to be a committee member; training is provided for all members paid for by the Trust. Much more important is having a keen interest in the school and being prepared to play an active part in the academy committee's work. The term of appointment is 4 years; however, a parent committee member may resign at any time.

#### How to apply

If you're interested in applying for the role, or if you would like to nominate another parent, please complete the nomination form attached to this letter and return to the **Clerk to the Trust** via [clerk@rmet.org](mailto:clerk@rmet.org) by 30<sup>th</sup> September 2022. If you are unable to email your application please send this into the school office, marked clearly for the attention of the Trust Clerk and labelled Parent AC Member.

Each person nominated must be proposed and seconded by parents who have a child at the school. Anyone standing for election is invited to provide, with his/her nomination, a short personal statement covering a maximum of one third of a typed A4 page. The statement should include biographical information, your reasons for wanting to be a parent committee member and the contribution you can make to the academy committee.

If there is more than one nomination, an election will be held and copies of the personal statements will be sent to all parents. Two weeks will be allowed for the return of ballot papers. Each parent will have one vote for each vacancy no matter how many children he or she has at the school.

If there is only one nomination, that nominee will automatically be declared as a parent committee member.

If you have any queries about this process or would like to find out more about the role, please contact the Trust Clerk at [clerk@rmet.org](mailto:clerk@rmet.org).

I hope you will consider standing as a committee member yourself or nominating another parent. If you would like more information about being a parent member, please contact either myself, our Clerk or see a short video at <https://www.inspiringgovernance.org/volunteers/about-the-role/>.

Once again, I should like to emphasise how important the role of parent committee member is in helping Twydall Primary to remain an excellent school. I look forward to receiving your nominations.

Yours sincerely

Kim Wilmer  
**Executive Headteacher**

**NOMINATION FORM for the ELECTION OF PARENT ACADEMY  
COMMITTEE MEMBERS**



Please return this form to the Clerk to the Trust by **30<sup>th</sup> September 2022** via email to [clerk@rmet.org](mailto:clerk@rmet.org) or send into TWYDALL marked for the Clerk's attention and clearly labelled **PARENT AC MEMBER**

TITLE	SURNAME:	FORENAMES	DATE OF BIRTH
	Previous names <sup>1</sup> ( <i>i.e if now married</i> )		
ADDRESS:			
POSTCODE:			
TELEPHONE NO:		E-MAIL:	

<b>Ethnic Origin</b> - please tick one box only, which best describes your ethnic origin			
<b>White</b>	English		
	Welsh		
	Scottish		
	Irish		
	*White other (please specify)		
<b>Mixed</b>	White and Black Caribbean		
	White and Black African		
	White and Asian		
	*Mixed Other (please specify)		
<b>Asian or Asian British</b>	Indian		
	Pakistani		
	Bangladeshi		
	*Asian Other (please specify)		
<b>Black or Black British</b>	Caribbean		
	African		
	Black Other (please specify)		
<b>I prefer not to say</b>			
<b>*Other ethnic group</b>	If your ethnic group is not specified on the list, then please describe it here		
<b>Disability:</b> Do you consider yourself to be disabled?		<b>Yes</b>	<b>No</b>

<sup>1</sup> Statutory requirement if appointed to the committee for national database Getting Information About Schools

<b>Name of proposer</b>	
Address	
Post Code	
Parent of (name(s) of child(ren))	
Signature of proposer	
<b>Name of seconder</b>	
Address	
Post Code	
Parent of (name(s) of child(ren))	
Signature of seconder	

<b>Personal Statement</b> <i>(max one third typed A4)</i>	<p>Please include:</p> <ul style="list-style-type: none"> <li>- Biographical information</li> <li>- The reasons for wanting to be a parent committee member</li> <li>- The skills and experience you have that will be of benefit to the academy committee</li> <li>- How you plan to contribute to the future work of the committee</li> </ul>

***Please note:***

- i. Further nomination forms can be obtained from the school. A parent may not propose or second more nominees than there are vacancies for parent committee members. The accompanying letter will state the number of vacancies.
- ii. The term “parent” includes guardians, foster parents, any person who has parental responsibility for a child and carers. Having care of a child or young person means that a person the child lives with and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
- iii. Medway Local Authority councilors and people who have worked at the school for more than 500 hours in the 12 months immediately preceding the election/appointment cannot be parent members.

On appointment, information will be requested to allow a check to be made against the Disclosure and Barring Service (DBS) for a criminal records certificate.