THE Pinnacle LEARNING TRUST

Registered address
Oldham Sixth Form College
Union Street West, Oldham. OL8 1XU
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www.pinnaclelearningtrust.org.uk

Chief Executive Officer:
Nick Lowry

Monday 16 November 2026

Dear Parent/Carer,

ELECTION OF PARENT GOVERNOR

Dear Parent/Carer,

I am writing to you to invite you to stand for election as a parent governor or to nominate another parent to do so. We currently have one vacancy for a term of office of up to 4 years.

I hope that the following information and details of the procedures for filling the vacancies will be helpful to you.

What do governors do?

The Local Governing Body (LGB) is delegated certain functions by the trust board which are set out in our trust's scheme of delegation and include responsibility for safeguarding, SEND, standards and stakeholder engagement. Governors establish, with the principal, the aims for the school and, more generally, they are expected to be in touch with the local community and to help guide the school to meet the community's educational needs.

Who can stand for election?

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Alexandra Park Junior School. You do not need any specific qualifications. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent governor.

To fulfil the role, you will need to:

- attend regular meetings - there are 4 meetings per year, usually held on a Wednesday from 4.00pm
- visit the school occasionally
- do some background reading and come prepared for meetings
- take part in induction training and ongoing development (which will be provided for you)

Every governing board needs a balance and diversity of knowledge, skills and experience. The governing board would welcome applications from underrepresented backgrounds.

Overall, the role of a Governor can be described as monitoring and evaluating the progress of the school. This involves being curious, critical, and confident in asking difficult questions. As a governor, you should be good at problem-solving, and prepared to give and take

advice. You must also be professional – many of your decisions will be made in strict confidence.

Benefits of becoming a governor

Becoming a school governor allows you to develop your skills both personally and professionally by:

- gaining additional skills and enhancing career progression prospects
- using your own unique experience of education, employment and life beyond school to inform conversations
- providing insight into strategic leadership and the opportunity for board-level experience
- providing the chance to see how the big decisions affecting school are made
- providing access to a programme of free training and a range of support and guidance in respect of education and governance to help you fulfil your role

Please take a look at this 30 second video on the role of trustees and governors **here**

How to apply/make a nomination

If you would like to apply, please complete this nomination form by the deadline of Monday 30 November 2026 Alternatively, we are happy to accept nominations by email: danielle.hunt@pinnacleLT.ac.uk

If you do not have internet access, please complete the nomination form in writing and return it to school reception in a sealed envelope, marked private and confidential, for the attention of Danielle Hunt by the deadline.

If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,

D.S.Hunt

Danielle Hunt

Lead Governance Professional /Returning Officer.

Nomination form

Local Governing Body (LGB)
The Election of a Parent Governor at Alexandra Park Junior School- Autumn Term 2026

NOMINATION FORM
Please complete this form in BLOCK CAPITALS

Nominee name:
Nominee contact details:
Nominee personal statement (maximum 150 words) In this section you could outline: ● *The skills and experience you have that the governing board requires* ● *Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor* ● *If applicable, details of your contribution to the work of the governing board during your previous term of office* ● *How you plan to contribute to the future work of the board*
I confirm that (i) I am willing to stand for election as a parent governor and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet. Nominee signature…….. Date……
If you are proposing a candidate for nomination, please provide: **Proposer name and contact details:**
To be valid, fully completed nomination forms must be returned to Reception at School or directly to Danielle Hunt by email (danielle.hunt@pinnacleLT.ac.uk) by Monday 30 November 2026

Eligibility and disqualifications to serve as a local governor:

A person must be aged 18 or over at the date of their election or appointment.

A person shall be disqualified from holding office or continuing to hold office as local governing body member if they:

- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the governors from all meetings held within a period of six months, and the governors resolve that their office be vacated;
- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- cease to be a trustee by virtue of any provision in the Companies Act 2006;
- are disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- are otherwise found to be unsuitable by the Secretary of State;
- have 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 they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- have, 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;
- have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.