

Regional Executive Headteacher: Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

DTS/GBE

7th December 2023

Dear Parent/Carer,

Re: Parent Ambassador Election

We are pleased to offer parents and carers an opportunity to join the Academy Ambassadors to support further developments at the Academy as several vacancy for parent ambassadors have arisen.

Our academy Ambassadors are essential to us in working with our staff, pupils and parents and our communities to make a difference within their academies and across the trust. Our parent Ambassadors are invaluable members of the governance of the Academy. We rely on them to help us to keep in touch with what parents are thinking and how we can continue to work in partnership to improve the opportunities available to our pupils.

I am now writing to you to invite nominations for someone with parental responsibility for a child at Shenley Academy to fill these posts.

Academy Ambassadors are responsible for a wide range of matters. Their role includes sustaining the link between the parent community and academy leaders, working as an advocate for pupils and the Academy within the local area and, by working with the Headteacher, developing initiatives to support the Academy which link in with the strategic priorities of '**Opening Minds Opening Doors**' objectives. Ambassadors also sit on **Stage 3 Hearing Panels** and take part in the termly Academy Review Days. Life as an ambassador is exciting and varied. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us continue to improve the school's performance and educational opportunities for all pupils.

Before you nominate someone or stand yourself, you may want to know a bit more about what is involved. Parents need not be experts in the field of education. They need an interest in the academy, our children's welfare, and the time and willingness to get involved. The skills you have can be beneficial to the Ambassadors.

However, the following skills, experience, and attributes that they feel would help strengthen the overall impact of the Academy Ambassadors:

- Public relations and communications
- Marketing
- Finance
- Health and safety



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Training and support will be available to help you develop into the role. This will include in-house mentoring and support and access to external governance training: those new to being an ambassador are expected to attend induction training, and ongoing training is available to support you in your role. Ambassadors must attend Safeguarding training and agree to the Trust's Ambassadors Code of Conduct.

The term of office for parent Ambassadors is four years.

Academy Ambassadors meet as a group at least 3 times a year, and our Academy expects all Ambassadors to:

- Attend termly meetings.
- Visit the Academy formerly for monitoring visits.
- Commit to attend training courses.

Please include a statement about yourself, why you would like to become a governor, and how your skills and attributes will support the work of the Academy [**not exceeding 100 words**].

All nominations should be sent to the school office via email shenley.enquiry@e-act.org.uk or handed on a paper copy by January 7th 2024. **Nominations must be from parents or carers with children at the school.**

All Ambassadors are required by law to undergo an enhanced disclosure and barring DBS (Disclosure & Barring Service) (Disclosure & Barring Service) check. This will be carried out by the Academy following the election process.

Please think about becoming an Academy Ambassador or encourage others to take on this vital and rewarding role.

If you would like more information please contact Mr Thacker-Smith, Daniel.thacker-smith@she.e-act.org.uk

Yours sincerely

Dr J Bartlett
Regional Executive Headteacher

