



Dear Parent/Carer,

### **Quest Academy Local Advisory Board (LAB) – Parent Representative Opportunity**

I am writing to you because we currently have 1 vacancy for a Parent/Carer LAB representatives on our Local Advisory Board.

To be a LAB member the most important thing is to have a keen interest in Quest Academy and be prepared to play an active part in the LAB's work, there are no special qualifications needed. Training is provided for all LAB members including safeguarding and induction training.

We recognise that parents and carers very often have demanding work and caring roles and we take that into account in determining the number of meetings and events parent LAB members are called upon for. There are six LAB meetings each year (one during each half term), these are held on Wednesdays at 12noon. LAB members are able to get involved in other activities within the school depending on their availability, and are asked also to do between 3 and 6 governance visits each year.

#### **What is the Local Advisory Board?**

The Local Advisory Board is a very important part of our governance at Quest Academy, working with the Principal, the LAB has responsibility for monitoring the effective running of the school at local level and reporting to the MacIntyre Academies Trust Board which is ultimately accountable for all the schools in the Trust. The LAB monitors and evaluates the progress the school is making towards achievement of its aims and objectives and is a source of challenge and support to the Principal (a critical friend).

#### **How to apply**

If you would like to stand for election please complete the enclosed nomination form and return it to [Quest.Clerk@macintyreademies.org](mailto:Quest.Clerk@macintyreademies.org) or hand it into the school office if that is easier. **Nomination forms need to be received by Friday 2<sup>nd</sup> October at 10am.** You may also include a short personal statement to support your nomination, (up to 250 words). Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent.

If there are more nominations than vacancies there will be an election which will be held by secret ballot. If that is necessary, voting papers will be sent to all parents and carers together with details of the ballot procedure.

There are some circumstances under which someone cannot serve as a LAB member, and you can see these [here](#). In addition, parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like an informal discussion about the opportunity or have any questions, please get in touch with me either using the phone number below, or by emailing [Quest.Clerk@macintyreademies.org](mailto:Quest.Clerk@macintyreademies.org).

Yours faithfully,

Clerk to the LAB / Senior Project Support and Governance Officer  
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