

Wednesday 25th February 2026

Dear Parents,

RE: VACANCY -Parent Member Needed to Join the Academy Advisory Body (AAB)

I am writing to let you know that there is vacancy for a parent member to join our Academy Advisory Body (previously known as School Governors) The current AAB for Scalby Academy are seeking nominations from parents who currently have a child attending Scalby Academy to join them.

All AAB members are volunteers.

The AAB members, with the Headteacher, has overall responsibility for the running of the academy. The three core functions for the AAB are;

- *to ensure that the academy has a clear vision, ethos and strategic direction;*
- *to hold the head teacher to account for the educational performance of the academy and its pupils;*
- *to oversee the financial performance of the academy and making sure its money is well spent.*

You do not need any specific qualifications to be an AAB member. The most important thing is that you interested in the success of the academy and are prepared to play an active part in the work of the AAB. An effective board will have a range of skills, and we would welcome nominations from parents with experience in the education sector, although this is not essential.

There are some circumstances under which someone cannot serve as an AAB member, and these are detailed on eligibility criteria form at the end of this letter.

Training and support will be available to help you develop into the role.

If you feel you can help in this capacity please contact **Toni Moore, PA to SLT** 01723 628607 or MooreT1@scalbyacademy.org.uk for a nomination form and pack which will need to be completed and returned to the academy by **12pm on Wednesday 11th March 2026**

You should be aware that successful candidates will be required to:

- undergo a Disclosure and Barring Service (DBS) check
- sign a Code of Conduct
- provide details of relevant business and financial interests - agree to the publication of some details on the school website and on the Get Information about School's service.

If you would like to know more about the role of an AAB member at our academy please contact Toni Moore on 01723 628607 or MooreT1@scalbyacademy.org.uk who would be happy to answer any questions you may have.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'C Robertson', is positioned above the typed name.

Mr C Robertson

Headteacher

ACADEMY ADVISORY BODY MEMBER ELIGIBILITY FORM

Name:

Role: Delta/ Parent/ Carer

Academy:

Principal:

AAB Chair:

Criterion	Answer Yes or No
Are you aged 18 or over at the date of this election or appointment?	
Have you been disqualified as a governor at this academy for failing to attend AAB meetings for a continuous period of six months, beginning with the date of the first meeting missed, without the consent of the AAB? <i>Note: This does not apply to Principals</i>	
Has your estate been sequestrated (temporarily repossessed) and the sequestration not been discharged, annulled or reduced?	
Are you the subject of a bankruptcy restrictions order or an interim order: debt relief restrictions order or interim order?	
Are you subject to: a disqualification order or disqualification undertaking under the Company Directors Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)?	
Have you been removed from the office of a trustee for a charity by an order made by the Charity Commission or Commissioners or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which you were responsible or to which you were privy or to which you contributed or to which you facilitated by your conduct?	
Have you been removed, under section 34 of the Charities and Trustee Investment (Scotland) Act 2005, from being concerned in the management or control of any body?	

Are you included in the list kept under section 1 of the Protection of Children Act 1999 (list of those considered by the Secretary of State as unsuitable to work with children)?	
Are you subject to a direction of the Secretary of State under section 142 of EA 2002 (or any other disqualification, prohibition or restriction which takes effect as if contained in such a direction)?	
Are you disqualified from working with children under sections 28, 29 or 29A of the Criminal Justice and Court Services Act 2000?	
Have you , in the five years prior to becoming an AAB member, or since becoming an AAB member, been sentenced to three months or more in prison (whether suspended or not) without the option of a fine?	
Are you barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006?	
Have you , in the twenty years prior to becoming an AAB member, received a prison sentence of two and a half years or more?	
Have you , at any time, received a prison sentence of five years or more?	
Have you been fined, in the five years prior to becoming a governor or since becoming a governor, for causing a nuisance or disturbance on school or education premises?	
Are you employed to work at the Academy or on a contract for services at the academy and work for more than 500 hours a year?	
Have you completed the Trust Childcare (Disqualification) regulations disclosure declaration (Infant / primary only)?	

Signed: _____

Date: _____

Registered Office / Head Office

Education House, Spawd Bone Lane, Knottingley, WF11 0EP
Company Number: 07386086 (England and Wales)
Charity Exempt under the Academies Act 2010
VAT Number 115 811 243