



NORBURY
HIGH SCHOOL
for GIRLS

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Dear Parent/Carer

I am writing to you to invite you to stand for election to become a Local Academy Member or to nominate another parent to do so. We currently have **one vacancy**, and the term of office is four years.

The role of the Academy Committee

Our Local Academy Committee is delegated certain functions by the Trust Board of the Wandle Learning Trust and is responsible for:

- Holding the head teacher to account for delivering the school improvement strategy
- Making sure that a high standard of educational provision is available to every child in the school, including their welfare and personal development
- Making sure that the views of parents, staff, and children are heard and considered when making strategic decisions about the school.

Who can apply?

To be able to volunteer, you need to be a parent or carer of (or somebody who has parental responsibility for a child at Norbury High School for Girls. You do not need any specific qualifications, and we encourage applicants from all year groups.

Appendix 1 at the end of this letter summarises the circumstances under which someone cannot serve on our Local Academy Committee.

It is important to know that parent committee members offer a parental perspective to issues being discussed; however, they are **not expected to represent the parent body** or act as a spokesperson.

To further fulfil the role, you will need to:

- Attend regular meetings (around four in each academic year)
- Attend the Trust's Annual Governance Conference
- Visit the school occasionally
- Do some background reading
- Take part in induction training and ongoing development (which will be provided for you)

You can find out more about the role of an Academy Committee member in our Trust [here](#).

We encourage applications from any parent or carer at Norbury High School for Girls but, most importantly, from those who have a keen interest in the school and who are prepared to play an active part in the work of the Academy Committee. A full induction programme and training is available for all academy members, and our Trust has an expectation that those new to our governance community will attend induction and ongoing development sessions.

The Trust has created a Code of Conduct, which aims to ensure that all those governing carry out their roles with honesty and integrity, with expectations around:

- Commitment to governance and a willingness to learn
- Working with others
- Openness and transparency
- Confidentiality

To find out more, you can read the [Code of Conduct](#) and other [governance documents](#) on our website.

How to apply

If you would like to apply, **please complete the nomination form [HERE](#)**.. If you would like a paper copy of the form, please email governance@wandlelearningtrust.org.uk or ask in the school office. The form should be submitted **by noon on Friday 10 October 2025**. If you are nominating somebody else for the role, 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 sincerely

A handwritten signature in black ink, appearing to be 'AA', with a long horizontal stroke extending to the left and a diagonal stroke extending upwards and to the right.

Andrea Arbiter
Head of Governance
Wandle Learning Trust

APPENDIX 1: Qualifications and disqualifications to serve as an academy member

A person must be aged 18 or over at the date of their election or appointment. No current pupil of one of the academies of the trust shall be an academy member.

A person shall be disqualified from holding office or continuing to hold office as an academy member if:

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