



**CUDHAM  
CE PRIMARY SCHOOL**  
Part of the Aquinas Trust  
Together, we Aim, Believe and Achieve

**Head of School:** Mr D Finch BA (Hons) QTS  
Jail Lane, Biggin Hill, Westerham, Kent TN16 3AX  
Tel 01959 572673  
[admin@cudham.bromley.sch.uk](mailto:admin@cudham.bromley.sch.uk)  
[www.cudham.bromley.sch.uk](http://www.cudham.bromley.sch.uk)

9<sup>th</sup> September 2022

Dear Parent/Carer,

### **Election of a Parent member of the Aquinas Advisory Council (AAC) for Cudham School**

I am writing to invite you to consider standing for election as a Parent/carer member of the Aquinas Advisory Council (AAC) for Cudham School or to nominate another parent/carer to do so.

Every Aquinas school has an AAC which is made up of a number of members; two of whom are parents/carers. Parent members are elected to serve for a period of four years.

The AAC offers advice to the Head of School on the running of the school. No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active role in the AAC's work. Full training will be provided at no charge to the individual.

The AAC normally meets three times a year at the school.

If you would like to stand for election or to nominate someone else, please complete the attached form and send it, along with your personal statement, to Mrs Wickens (Note Taker for the AAC) by **12 noon on Monday 26<sup>th</sup> September 2022**. The statement should include only biographical information, your reasons for wanting to be a parent member and the skills/contribution you believe you would bring to the AAC.

There is one vacancy for a parent/carer member on the AAC. If only one nomination is received, then that nominee will automatically be elected. However, if there is more than one nomination for the vacancy, an election will be held. Two weeks will be allowed for the return of ballot papers. Each parent/carer will have one vote, no matter how many children he or she has at the school.

As the appointment may give access to children, there is a requirement for AAC members to undertake an enhanced Disclosure and Barring Service (DBS) check.

I do hope you will consider standing as an AAC member yourself or nominate another parent/carer to do so. If you would like more information about being an AAC member, please contact me.

Yours sincerely,

Mr D Finch  
Head of School



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### **Disqualification from serving as a member of the AAC**

A person shall be disqualified from serving on the AAC if:

- i. his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
- ii. he is the subject of a bankruptcy restrictions order or an interim order; or
- iii. he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order); or
- iv. he would cease to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision); or
- v. he has 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 he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- vi. he has not provided to the Academy with a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chief Executive Officer or Headteacher confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Trustees. The determination of the Trustees shall be final.
- vii. he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
- viii. he has, 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 72 of the Charities Act 1993.
- ix. he has been disqualified from being a Governor of a Church of England designated school.



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### Parent Election Nomination Form

Please enter **IN BLOCK LETTERS** the name and address of the person being nominated for election:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Registered Pupil at the School: \_\_\_\_\_

Signature of person nominated: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address in **BLOCK** letters of proposer (if different to nominee):  
\_\_\_\_\_

Personal Statement (maximum 250 words)



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I wish to submit my nomination for the election of a parent member of the AAC for Cudham School.

I confirm (i.) that I am willing to stand as a candidate for election as a parent member and (ii.) that I am not disqualified from holding such a position.

Signature: ..... Date: .....

**Completed nomination forms must be returned to:**

**The School Office by**

**12 noon on Monday 26<sup>th</sup> September 2022**