

Wednesday 8 May 2013

Dear Parent or Guardian

The UCL Academy's Parents Association (UAPA)

I am writing to all parents and guardians to invite those interested to apply for one of the main positions on the executive committee of the UCL Academy's Parents Association (UAPA).

At the UCL Academy we are committed to working closely with all our parents and guardians and UAPA will be a key forum for that.

In October we will be electing a UAPA Executive Committee. The five key roles in establishing this Executive Committee prior to that are:

1. Chairman
2. Vice-Chairman
3. Secretary
4. Treasurer
5. Communications officer

As this is the first opportunity to elect individuals, parents and guardians elected will hold post for the rest of this academic year as well as 2013/2014.

If you are interested in taking on one of these roles we invite you to write a statement of no more than 150 words outlining the reasons why you are suited to the position.

Please email this statement to parents.association@uclacademy.co.uk by 15.00 on Thursday 16 May 2013.

These statements will then be collated and all parents and guardians will be given the opportunity to vote for each position. As stated in the terms of reference, these five positions will be the lead roles in what will be the Executive Committee.

Please see the terms of reference attached for further information.

May I thank you in advance for your support and we look forward to establishing the UAPA in the very near future.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Street'. The signature is written in a cursive style with a large initial 'R'.

Mr R Street
Vice-Principal

The UCL Academy Parents and Friends Association Terms of Reference

1. The name of the Association shall be UCL Academy Parents Association of the (UAPA).

2. The objectives of the UAPA shall be:
 - I. Helping to integrate parents and guardians into the UCL Academy community
 - II. The fostering of good relations between parents, staff, students, governors and the local community.
 - III. Organising events to support the work of Academy students and staff
 - IV. To provide an inter-parental network of support, guidance and advice
 - V. To facilitate parent and guardian involvement in the delivery of learning and the self-directed curriculum of the UCL Academy
 - VI. To give members the opportunity to develop and learn new subjects and skills to support life-long learning.

3. Membership of the UAPA will be open to the parents and legal guardians of all students who attend the Academy.

4. General meetings:
 - I. The Annual General Meeting shall be held during October or November of each year
 - II. Public Notice shall be given fourteen days in advance of a General Meeting
 - III. General Meetings shall be chaired by the Chairman or in the absence of the Chairman, the Vice-Chairman. Otherwise the Executive Committee shall elect one of its members to chair the meeting
 - IV. A quorum for a General Meeting shall be 20 parents
 - V. At any General Meeting every member including the chairman will have one vote and in the case of an equality of votes, the chairman shall have a second or casting vote

5. Executive Committee:

- I. An Executive Committee shall administer the affairs of the Association from the members of the Association
- II. The Committee shall consist of at least twelve members and a maximum of twenty members who shall be elected each year at the Annual General Meeting. The Parents' nominees to the Governing Body shall be ex officio members of the Committee
- III. The Committee shall appoint from among its elected members the officers of the Association: Chairman, Vice-Chairman, Secretary, Treasurer and Communications Officer
- IV. One member of the Committee will be a representative of the Academy appointed by the staff of the Academy
- V. One member of the Committee may be a representative of the Governing Body.
- VI. The Principal and Vice-Principals shall be ex-officio members of the Committee
- VII. The Committee shall have power to co-opt members to fill any vacancies which occur on the Committee
- VIII. The Executive Committee shall meet once each term at the Academy and on such other occasions as it is deemed necessary by the Executive Committee
- IX. The quorum for such meetings shall be 50% of the members of the Executive Committee
- X. The Executive Committee may invite to General Meetings or to Committee Meetings such persons as the Committee decides
- XI. Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent Committee Meeting
- XII. The Executive Committee shall have the power to appoint sub-Committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Association and shall report to the Executive Committee

6. Official statements and representations:

Official or public statement or representation on behalf of the Association should be made in conjunction with the Principal or one of the Vice-Principals.

7. Liaison with the Academy:

Liaison with the Academy shall normally be maintained through correspondence by the Secretary, or by deputation nominated by the Chairman or Executive Committee, with the Principal or the Academy's nominees.

8. The Association in discharging its functions recognise that:

- I. The examination and resolution of problems relating to individual students or parents will be for determination between the individual student and/or his parents and the Academy's staff
- II. Matters concerning the whole Academy policies and their implementation are the function of the Academy Leadership Team and Governing Body. These matters may include: issues relating to confidentiality; school management; curriculum and timetabling, staff selection and appointments; Academy hours or holidays; the Academy budget

9. The Executive Committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

10. All sums collected for the accounts of the UAPA, whether by its member's subscriptions (if levied) or otherwise shall be handed to the Treasurer who shall pay the sums into an account in the name of the UAPA at a national clearing bank.

11. Winding up of the Association shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Association any assets on hand shall be presented to the Governing Body for Academy purposes.