



18th September 2026

Dear Families of The Wren,

LOCAL PARENT GOVERNOR VACANCY - NOMINATIONS

As a valued member of The Wren's school community, I am delighted to inform you that we have **two parent governor** vacancies you may wish to apply for. All parents (or those with parental responsibility) of registered students are eligible and encouraged to apply for these positions.

Local parent governors are vital to the Academy Committee, all sharing a common objective – to provide support and challenge in order to give the children at The Wren the best education possible and, in doing so, inspiring them to become ambitious, resilient and happy young people as they continue their journey.

No prior experience in education is required to become a school governor; the very nature of being a parent with the ability to look at our school through the lens of a child offers invaluable experience in itself.

The Academy Committee has a wide range of responsibilities for which governors equally share responsibility; these have been carefully considered and constructed by our Trust Board, with local community engagement of paramount importance. Further details will of course be shared should you be successful in your application.

We ask members of our Academy Committee to serve for four years, which can be continued until the end of the term, even if your child/ren leaves the academy during this time. Academy Committees meet four times a year; we also ask governors to dedicate adequate time for meeting preparation, training, keeping up-to-date with changing legislation and, most importantly, visits to the school.

Whilst there is no doubt that this role requires dedication and commitment of both time and energy, the rewards you will receive from the Academy Committee's collective efforts will be immeasurable. To find out more about what being a local governor is like, please contact Suzanne Hepworth, Clerk to the Academy Committee on clerktogovernors@wren.excalibur.org.uk who will arrange for the Chair of the Academy Committee, Julia Cottee, to contact you and answer any questions. **Parents/carers are requested to have a discussion with the Chair of the Academy Committee before they submit a nomination form.**

To nominate yourself as a candidate, please complete the attached official form, and send it electronically to the clerk by **4.00 pm, Friday 2nd October 2026**. If more than two nominations are received, an election – via secret ballot – will be held (please be aware that the information you provide on your nomination form will be sent to all voters should this situation arise).

Finally, I would like to take this opportunity to thank you for your consideration to become a parent governor and we hope to warmly welcome you onto our Academy Committee soon.

Yours sincerely,

Suzanne Hepworth
Returning Officer

www.wren.excalibur.org.uk

e: admin@wren.excalibur.org.uk t: 0118 214 3888

Ruhemann Street, off Southcote Lane | Reading | RG30 3AE

The Wren School is a member of the Excalibur Academies Trust: a company limited by guarantee.
Registered in England: Company Number: 08146633 Registered Office: Granham Hill, Marlborough, Wiltshire SN8 4AX



Additional Information

WHO CAN BE A LOCAL PARENT GOVERNOR?

All those over the age of 18, who have parental responsibility for a child at this academy are eligible to stand for election, including parents who work at the school provided that they work fewer than 500 hours per year when elected.

“Parent” is defined as including “any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18”. It includes a person who the child lives with and who looks after the child, irrespective of what their relationship is with the child. This must be someone involved in the full-time care of the child on a settled basis.

There are some circumstances that disqualify an individual from serving as a school governor, please read the list of disqualifications included with the nomination form.

HOW TO NOMINATE YOURSELF

Please complete the attached nomination form. If the number of nominations is equal to, or less than, the number of vacancies the Academy Committee will decide on recommending to the Trust Board that the nominees be appointed to the Academy Committee.

If there are more nominations than vacancies, an election will take place by secret ballot – for this candidates’ statements will be typed in a standard format and made available to all parents alongside voting instructions. The candidate/s who receives the highest number of votes will be declared elected. The elected candidate/s will be submitted to the Academy Committee for appointment to the Committee.

NOMINATION FORM

Category of Governor	Parent Governor at The Wren School
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Name:			
Address			
		Post code	
Telephone		Mobile	
email			

What are your current links to the academy and its community (including children attending the academy)?

What knowledge, skills and experience do you have that would support you in your role as a local governor?

Why would you like to be a governor?

**In what areas of school life do you think you are best placed to contribute in the future?
How could you do this?**

I understand that if I am appointed as a governor, I will be expected to complete the following within 6 weeks of appointment.

- **Provide paperwork to the Academy to enable them to complete my DBS Check**
- **Declaration of Business Interests**
- **Child Protection and Safeguarding training module**
- **Cybersecurity training module**
- **Data Protection training module**

Signed:

Date:

Website Bio	
Please provide a brief paragraph about yourself that can be published on the Trust or school website	
Consent to use photograph - <i>Please provide a head and shoulders photograph with your application form</i>	
I consent to the use of my photograph on the trust/school website(s), ID badge and marketing material.	
Signed:	Date:

I have read the list of disqualifications and confirm that I am willing and eligible to be appointed as a governor	
Signed:	Date:

* The Privacy Notice for staff and volunteers can be found on the Academy's website

Please send completed forms electronically to the clerk, Suzanne Hepworth, on clerktogovernors@wren.excalibur.org.uk

DISQUALIFICATIONS

DISQUALIFICATION OF TRUSTEES

Article 80 of the Articles of Association of the Excalibur Academies Trust states that: Articles 68 to 75, 77 to 79 and 97 to 98B also apply to any member of any committee of the Trustees, including an Academy Committee (Local Governing Body), who is not a Trustee.

68. No person shall be qualified to be a Trustee unless they are aged 18 or over at the date of their election or appointment. No current pupil or current student of any Academy shall be a Trustee.
69. A Trustee shall cease to hold office if they become incapable by reason of illness or injury of managing or administering their own affairs.
70. A Trustee shall cease to hold office if they are absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that their office be vacated.
71. A person shall be disqualified from holding or continuing to hold office as a Trustee if:
 - (a) he has been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
 - (b) he is the subject of a bankruptcy restrictions order or an interim order.
72. A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when they are 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).
73. A Trustee shall cease to hold office if they cease to be a Trustee by virtue of any provision in the Companies Act 2006 or is 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).
74. A person shall be disqualified from holding or continuing to hold office as a Trustee if they have been removed from the office of director 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 he by their conduct contributed to or facilitated.
75. A person shall be disqualified from holding or continuing to hold office as a Trustee or a member of a Local Governing Body if they have not given the undertaking required by Article 45A (or Article 103) as applicable.
76. Not used.
77. A person shall be disqualified from holding or continuing to hold office as a Trustee where 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.
78. After the first Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if they have not provided to the chair of the Trustees 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 chair or the Chief Executive Officer 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 Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
79. Where, by virtue of these Articles a person becomes disqualified from holding or continuing to hold office as a Trustee; and they are, or is proposed, to become such a Trustee, they shall upon becoming so disqualified give written notice of that fact to the Governance Professional.
80. Articles 68 to 75, Articles 77 to 79 and Articles 97 to 98B also apply to any member of any committee of the Trustees, including a Local Governing Body, who is not a Trustee.
97. Any Trustee who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with their duties as a Trustee shall disclose that fact to the Trustees as soon as they become aware of it. A Trustee must absent

himself from any discussions of the Trustees in which it is possible that a conflict will arise between their duty to act solely in the interests of the Company (including fulfilling its charitable objects¹) and any duty or personal interest (including but not limited to any Personal Financial Interest).

98. For the purpose of Article 97, a Trustee has a Personal Financial Interest if that interest is in respect of the employment or remuneration of, or the provision of any other benefit to, that Trustee as permitted by and as defined by Articles 6.5 - 6.9.
- 98A. The Diocesan Corporate Member shall not be deemed to have a conflict of loyalty or interest arising from its connection with the Church of England or its duty and functions under the Measure and no Trustee appointed by them shall be deemed to have a conflict of loyalty arising from that appointment.
- 98B. If otherwise than as set out in Article 98A a conflict of interests arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted Trustees may authorise such a conflict of interests where the following conditions apply:
- (a) the conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
 - (b) the conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting; and
 - (c) the unconflicted Trustees consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.

In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a Trustee or to a connected person.

Anyone proposed or serving as a governor who is disqualified for one of these reasons must notify the clerk to the governing body.

¹ Trustees are bound to act in the interest of the Company. A Trustee appointed by a site foundation would not be deemed to have a conflict of loyalty in respect of decisions connected with the use of the property by the Company because the property can only be used for the objects and these must remain consistent with the underlying property trusts.