

Hawkes Farm Academy
Hawks Road
Hailsham
East Sussex
BN27 1ND

Tel: 01323 841 466

Email: office@hawkesfarmacademy.org

Website: www.hawkesfarmacademy.org

Executive Headteacher: Mr Jeremy Meek

Head of School: Mr Michael Cotton

Friday 11th March 2022

Dear parents and carers,

PARENT GOVERNOR ELECTION: NOMINATIONS

As you may be aware, the Department for Education (DfE) allows Academy Trusts to establish an Academy Committee that is responsible for two or more academies. The Academy Committee of Hawkes Farm Academy also has the responsibility for Burfield Academy, White House Academy and Phoenix Academy, part of STEP Academy Trust.

There is currently one vacancy for a parent governor to serve on the Academy Committee of Hawkes Farm, Burfield, White House and Phoenix Academies. We are very keen to encourage parents (or people with parental responsibility) of registered pupils to nominate themselves to fill this place (candidates who are elected members of political parties are not eligible due to potential conflicts of interest).

Parent governors are elected by and from other parents and are vital to our Academy Committee. They share, equally with other STEP governors, the responsibility for carrying out the Academy Committee's wide range of responsibilities. STEP governors do not run the Academy day-to-day, as their role is at the strategic or policy-making level in the Academy.

To make our Academy Committee as efficient as possible, our current governors have run a skills audit of the Board and have identified an area that needs to be strengthened. This is: community engagement. It is not a requirement that you have these skills to join the Academy Committee, but an expertise and experience in community engagement would be greatly valued.

If you join our Academy Committee, you will serve for a four-year term, and you can continue to the end of the four years even if your child/children leave the Academy. Being a STEP governor does take up time. There are five or six Academy Committee meetings each year and you will need to set aside time to be able to be an effective STEP governor; to prepare for meetings, for visiting the Academies, undertaking training, etc.

Any parents/carers interested in being a STEP Governor can collect an Application Pack from the Academy Office and should make an appointment with Mr Cotton, Head of School to discuss the role, by the end of Friday 18th March.

Yours sincerely,



Mr Cotton
Head of School