THE WELLS ACADEMY

INTEGRITY • RESILIENCE • AMBITION

20th October 2026

Dear Families

Academy Parent Ambassadors

As you are aware, The Wells Academy is part of a group of schools called Greenwood Academies Trust (GAT). GAT is the organisation that is legally responsible for everything that happens within our academy.

GAT has a Board of Trustees who act as our governing body. We believe that Trustees will be able to do a much better job if they are able to listen directly to the families, students and colleagues who are affected by what we do on a daily basis. For this reason, the Board appoints two Academy Parent Ambassadors (APAs) to represent each academy. These APAs will be elected by the rest of the parent/carer body and must be people who have a child currently attending the academy.

Although the APAs will not take any decisions about the running of the academy, they oversee our work to engage with the whole family community.

APAs will be offered the chance to meet with our Chief Executive Officer and possibly with some of the Trustees on an annual basis and they may be trained to support other academies in the Trust with governor panels to consider cases of pupil suspensions and exclusions. There are no formal meetings for the role, but we would expect people considering being an APA to commit at least three or four days a year to their work. As well as having a child in the academy during the academic year, you will need to have an interest in helping the academy and the trust to improve and the ability to act as something of a figurehead for the parent body. In exchange for this, we will provide training for the role and reimburse any travel expenses you may incur, for example, if you have to go to another GAT academy. There is a more formal outline of the role on the following page.

If you would like to be put forward as a candidate, please complete the attached short form here by **Friday 6th November 2026**.

I look forward to receiving your nominations!

Yours faithfully

Mr G Coles
Principal

The Wells Academy | Nottingham | NG3 5LR 0115 7483390 Principal Mr G Coles
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Terms of Reference for the Academy Parent Ambassadors (APAs)

Membership and pattern of work

There will be two APAs per academy, elected during the autumn term of every academic year. All parents/carers will be entitled to stand for election in a year when they have at least one child at the academy.

APAs may meet formally with the Principal but this is not a requirement. They may instead engage with the Principal and other academy leaders in other ways, such as via broader parent forums or other activities.

Once a year, the CEO will invite all APAs to join him on one of his regional visits.

Eligibility and status

APAs are a Committee of the Trust Board and members serve entirely at the discretion of the Board of Trustees. Anyone seeking election as an APA must be the parent or carer of a child on the academy roll at 1 September. They will also be required to provide such personal information as is required for us to carry out the checks below and be required to sign a declaration of fitness to serve which will require the disclosure of any prior criminal record or other potential cause for concern.

We will carry out the following checks on elected APAs prior to their formal appointment and inline with our normal recruitment procedures:

- confirmation of identity, proof of address and right to work in the UK
- enhanced DBS check with barred list check, required because of the responsibility for overseeing Governor Disciplinary Committees
- section 128 check, to ensure they are not prohibited from serving in a position of educational leadership
- Google search and social media check.

The Trust Board reserves the right to prevent an elected APA from taking up their position if any of these checks should provide cause for concern.

In addition, the Trust Board reserves the right to terminate the appointment of any APA if they contravene the codes contained within this document, fail to follow Trust policies, including the Staff Code of Conduct and expectations in regard to the use of IT, social media and online communications or otherwise behave in a way which does not befit their role as part of our governance structure.

Remit

APAs exist to ensure that the Board is able to be sighted on parental feedback around each of our academies. They will sponsor the delivery of an annual survey of parents and provide structured feedback to the Board on an annual basis, as well as having the opportunity to provide informal feedback to the Principal and to the CEO as described above.

APAs will also take delegated responsibility for the organisation of Governor Disciplinary Committees (GDCs) in respect of suspensions and exclusions and for the organisation of stage 2 complaint panels in relation to their own academy.

Responsibilities

APAs will:

- act as a champion for our parent body and report feedback through the channels described above
- scrutinise and sign off the academy parental engagement strategy

- sponsor and sign off an annual survey and report to the Board
- take delegated authority for the organisation of GDCs and stage 2 complaint panels.

Practicalities

The work of APAs will be overseen at Trust level by the Corporate Affairs Director, who will ensure a level of consistency in the way in which stakeholder feedback in provided to the Board.

In addition, APAs will 'pool' their responsibility for organising GDCs and complaint panels across the Trust and further delegate the organisation of these to the Corporate Affairs Director.

As such, GDCs and panels will be constituted as a committee having delegated authority from the local layer of our non-executive governance and may include Trustees, APAs, executive leaders and other individuals with an appropriate level of knowledge, skill and experience.

Anyone sitting on a GDC or complaint panel will have been appropriately vetted and trained and, for GDCs relating to exclusions, we will always ensure that a majority of members are not executive leaders.