

21 April 2022

Dear Parent/Carer,

Parent/Carer Trustee Vacancy

I am writing to let you know that a vacancy has now arisen for a parent/carers trustee to serve on the Academy Trust Board (Governing Body). This letter is to explain, in a little more detail, what the role involves.

The Role of The Governing Board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance of the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our students.

The Role of a Parent/Carer Trustee

As a parent/carers trustee, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a parental perspective to the governing board, but you're not there to speak 'on behalf' of the parent/carers body.

To be a parent/carers trustee, you should have:

- A strong commitment to the role and to improving outcomes for children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to make sure the governing board delivers effective governance.

Currently we have trustees from a range of backgrounds but we would welcome trustees with skills or experience in one or more of the fields listed below:

- data analysis
- finance management
- human resource management
- marketing.

Continued on next page...

Expectation of Trustees

We meet as a governing board on a termly basis. This will involve sitting on one of two committees and attending a full trust board meeting. Additional committees meet as required, although these additional meetings are fairly rare.

As well as these meetings, there is an expectation that trustees attend training sessions on a variety of aspects of school leadership and management. There will be the need to maintain confidentiality on a range of issues and a requirement to support the leadership of the school with school visits.

The term of office is four years.

Eligibility

I am therefore inviting you to consider standing in the election to become a parent trustee. Before completing the attached nomination form, please remember that you must be a parent/carer of a student registered at the school and you must sign the form to show that you are willing to be a trustee. Please also check that you are not disqualified from the role by checking the information on the [website](#).

Nomination Process

If you do wish to put yourself forward then you need to complete the nomination form, which is available on the [school website](#). You will also need to produce a written statement of not more than 250 words to support your nomination.

All nomination forms must be returned to Miss P George (Clerk to the Academy Trust) at the school by **4.00pm on Tuesday 3 May**.

Election Process

If there are more than two candidates then a secret ballot will be held and more details will follow at a later time.

If you are considering standing in the election and would like some further information (on the work involved in being a Trustee, for example) please do not hesitate to contact me.

Yours sincerely,



Euan Ferguson
Headteacher