

**[Sent via ParentMail]**

8 February 2023

Dear Parents / Carers,

### **Parent Trustee Vacancy Letter**

At Westfield Academy, we always aim for positive and purposeful partnerships with parents, which undoubtedly bring important benefits to the pupils. One of the most significant ways you can help in promoting this aim is to volunteer to be a Parent Trustee. In our school we have provision for up to three Parent Trustees, and we currently have one vacancy and are seeking nominations for an enthusiastic and committed parent or carer to join the Board as a Trustee.

This is an excellent opportunity for you to get involved in how we serve our community.

Along with the Headteacher, the Board of Trustees (the Board), has overall responsibility for the running of the school. Trust Boards have four core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction of the Academy.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation & making sure its money is well spent.
- Ensuring the voices of stakeholders are heard.

The term of office for all Trustees is **four** years.

The Trust Board's main tasks are to support the Academy, ensure that all pupils receive a high-quality education and plan for future development and improvement.

Being a Trustee is a challenging but hugely rewarding role. It will give you the chance to make a real difference to young people, give something back to your local community and use and develop your skills in a board-level environment. No previous experience or skill is required. We offer new Trustees a comprehensive and supportive induction, and each new Trustee is assigned a mentor. Full training for the role is also available, to help you succeed in the role. The most important thing is to have a keen interest in the school and be prepared to play an active part in the Trust boards work.

Parent Trustees are welcomed as valued members of the team and play a vital role in ensuring the Board is aware of the views of parents and the local community. We are confident that there are parents prepared to volunteer to take on this key role and give their time and commitment to help us continue to develop and improve the Academy's performance.

Trustees currently meet as a Board four times a year and meetings usually start around 5 or 6pm and are two hours long. All meetings are traditionally held at the Academy (although, on occasion, some of these may be based virtually depending on attendance needs). If needed, additional meetings will be

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planned with, unless there are extraordinary circumstances, seven days' notice given. We also have a Finance & Resources Committee and an Achievement & Attainment Committee. All Trustees are invited to join the Committee that their skills and experience match with, or they have a particular interest in.

Trustees are occasionally required to visit the Academy, during the day, for monitoring visits and are encouraged to support school events, where possible.

A DBS check is a statutory requirement and must be applied for within 21 days of appointment.

Self-nominations are accepted, if you are interested in becoming a Trustee, and feel you have the enthusiasm, commitment and time required, please return the attached form, to the Headteacher's PA at [headspa@westfield.academy](mailto:headspa@westfield.academy) by 4pm on Friday, 3rd March.

When nominating yourself or someone else for the role of Parent Trustee, you are nominating the person you believe has the skills and commitment to undertake the role. You are also nominating someone you trust to represent the views of parents when working with other Trustees and the Headteacher, to promote high standards and strategically develop the Academy. The Parent Trustee's role is not to represent individual parents' views or to report back directly to parents.

If there are more nominations than vacancies, an election will be held at the start of May 2023 and all parents will be sent a voting paper.

May I take this opportunity to thank you for your continued support for Westfield Academy.

Yours sincerely,



Vijay Assani  
**Chair of Trustees**

## Parent trustee nomination form

Please complete section one for self-nomination and refer to the information on the reverse of this form to make yourself aware of the circumstances that a person may not be permitted to stand for the role of Trustee. If you are nominating someone other than yourself, please complete section two of this form, reviewing the reverse of this page to ensure that the individual in mind is suitable for the position.

### Section one: self nomination

<b><i>I wish to nominate myself for the role of Parent Trustee at Westfield Academy. I have read the information on disqualification and confirm that I am eligible to stand for election.</i></b>	
<b>Name:</b>	
<b>Email:</b>	
<b>Child's name:</b>	
<b>Child's class / form:</b>	
<b>Signature:</b>	

### Section two: nominating someone else

<b><i>I wish to nominate another parent for the role of Parent Trustee at Westfield Academy. I confirm that I have informed the parent of my intention to nominate them and they are willing to be nominated for election.</i></b>	
<b>Nominee's details</b>	
<b>Name:</b>	
<b>Email:</b>	
<b>Child's name:</b>	
<b>Child's class / form:</b>	
<b>Signature:</b>	
<b>Person being nominated</b>	
<b>Name:</b>	
<b>Email:</b>	
<b>Child's name:</b>	
<b>Child's class / form:</b>	
<b>Signature:</b>	I have read the information on disqualification and confirm I am eligible to stand for election.

**Please return your nomination form to the Headteacher's PA at [headspa@westfield.academy](mailto:headspa@westfield.academy) by 4pm on Friday, 3rd March 2023.**

If there are more nominations than vacancies, an election will be held at the start of May 2023 and all parents will be sent a voting paper.

## Disqualification from holding or continuing to hold office as a Trustee of a school

[The School Governance \(Constitution\) \(England\) Regulations \(2012\) Schedule 4](#) states that a person is disqualified from holding or continuing to hold office as a trustee of a school if, in summary, that person:

- Is under 18 years of age.
- Is a registered pupil of the school.
- Is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief order; an interim debt relief order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced.
- Is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- Has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body.
- Has been removed from office as an elected trustee within the last five years.
- Is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people.
- Is barred from any regulated activity relating to children.
- Is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- Is disqualified from working with children or from registering for child-minding or providing day care.
- Is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a trustee or since becoming a trustee.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a trustee.
- Subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more.
- Has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a trustee.
- Refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

A person is disqualified from election or appointment as a parent trustee of a school if the person:

- is an elected member of the local authority; or
- is paid to work at the school for more than 500 hours in any twelve consecutive months.