

26th September 2019

Dear Parent/Carer,

PARENT TRUSTEE VACANCIES (2)

Veritas Educational Trust oversees the education provided at Bishop Ramsey School. I am writing to let you know that the Trust Board currently has vacancies for 2 Parent Trustees. These vacancies have arisen from a change in School's and Trust's governance structure. The Local Governing Board of Bishop Ramsey School and Veritas Educational Trust's Board are merging on 1st November 2019. This means that the terms of offices for all current Governors, including Parent Governors, will end on 31st October 2019. There is no automatic transfer from the Parent Governor to Parent Trustee position.

The role of the Trust Board

The Trust Board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's and Trust'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 pupils.

The role of a Parent Trustee

As a Parent Trustee, you'll work with the Trust Board to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that the Trust Board is connected with, and is aware of the views of, parents and the local community. You do not need to be an expert in education to be an effective Trustee and training and support will be provided, you just need to want to assist in making good decisions and challenging the school and Trust, so it delivers the best.

To be a Parent 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 ensure the Trust Board delivers effective governance

The Trust board is keen for candidates to have skills in the following:

- Human Resources
- Legal
- Finance
- Business Development
- Premises Management



Other Trustees

Besides parents, the Trust Board includes the Chief Executive Officer and Trustees. All of these people play an important part in building good relationships between the school, the Trust, parents and the wider community. Together they decide the key priorities for the school and Trust, help plan to achieve them, and then check whether the actions taken have had the desired impact.

Expectations of Trustees

There is a certain amount of time commitment that a Trustee needs to be able to offer to be an efficient and effective Trustee, these include the following:

- Attending the Trust Board meetings – 6 per year starting at 7.00pm (2.5 hours)
- Joining at least 1 Committee – 4 to 6 meetings per year starting at 10:00am or 7:00pm (1.5 to 2.5 hours)
- Reading papers prior to the relevant meetings (2 hours per meeting)
- Taking turns with other Trustees to sit on Trustee panels for admissions, exclusions, disciplinary and interviews, (held in the day as and when required. approx. 1 per year, 1 - 3 hours per meeting)
- Attend at least one Trustee “learning walk” (School visit) each academic year.
- Training courses as and when applicable.

Trustees’ duties and responsibilities

Trustees have legal duties and responsibilities and further information about these can be accessed via the following link on the Charities Commission website:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Eligibility

Parent Trustee posts are elected from, and by, the parents of students currently at the school and therefore an election is required to fill these vacancies. You are entitled to stand as a candidate and/or vote at the election providing you have a child registered as a student at the school at the time of election.

The attached nomination form (3 pages) and a supporting statement should be returned to the School Office for the attention of The Clerk to Trust Board by 3.00pm, Friday 11th October 2019.

All nominations need to be proposed and seconded by parents of students registered at the school at the time of the election. If an election is needed, it is useful for candidates to provide a supporting statement, which can include reasons for standing and background information. This will be copied and sent to parents with the ballot papers. Please send this statement, which can be handwritten or typed, along with the nomination form.

If more than two candidates stand, then ballot papers will be circulated to parents on Thursday 17th October. Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school. The ballot will be secret using the 'first past the post voting system' and you will be notified of the result as soon as possible afterwards. You have the right to a postal vote.

Restrictions on eligibility to stand for election (PLEASE READ CAREFULLY)

As the school is an academy a rule applies to the Trust Board membership which places restrictions on the number of Trustees who are 'Local Authority Associated Persons' (LAAP).

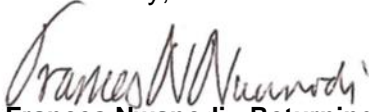
This is defined as anyone who either works for any Local Authority or an institution that is under the control of any Local Authority, i.e. community schools. Therefore, any nominees will need to declare whether they come within this category to ensure any resulting appointments keep the Trust Board within its quota of LAAPs. If you are unsure whether this applies to you, please do not hesitate to contact me for clarification. Additionally, please note that if you are an elected member of the Local Authority or work at this school for 500 hours or more per school year, you may not stand for election as a Parent Trustee, but you are entitled to vote.

To safeguard the school and Trust there are also some legal restrictions on who can be a Trustee. For instance, those who are undischarged bankrupts or who have been convicted of certain criminal offences cannot be Trustees; neither can anyone who is already a governor or Trustee at two other schools.

All new Trustees are subject to a statutory 'List 99' security check through the local authority prior to appointment and will also be required to have an enhanced DBS check.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please contact me at fnwanodi@bishopramsey.school

Yours sincerely,



**Ms Frances Nwanodi - Returning Officer
Clerk to the Trust Board**