

20<sup>th</sup> September 2018

Dear Parent,

**SCHOOL BOARD OF TRUSTEES - PARENT TRUSTEE ELECTIONS**

There is one vacancy for a parent on the school's Board of Trustees. The term of office is 4 years.

The Board of Trustees plays a significant part in the development and management of the school and as such, parent Trustees play an important role helping to form policy, set priorities and manage the budget.

I am therefore writing to invite you either to nominate yourself or to nominate a parent to fill the vacancy. A nomination form is enclosed (additional forms are available from the school office). If you would like to nominate someone please return the completed form to the school by Friday 12th October 2018.

**The person nominated must be a parent of a registered pupil at the school.**

Please note that you are not eligible to be a parent Trustee if you are:

- a) an elected member of the Local Authority,
- b) paid to work at the school for more than 500 hours in any twelve month period.

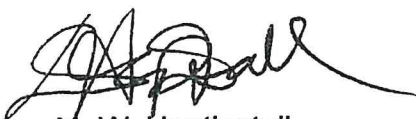
No parent may propose and/or second more nominations than there are vacancies. Parents being nominated are invited to give on the nomination form some brief biographical details suitable for inclusion in the voting paper.

Under the terms of the School Governance (Constitution) (England) Regulations 2007, there are certain circumstances whereby individuals are disqualified from holding office and those are detailed overleaf.

If the number of nominations received is the same as, or fewer than, the number of vacancies to be filled then those nominated will be elected unopposed. If all the vacancies are not filled in this way the Board of Trustees will have the opportunity to appoint parent Trustees to the vacancy.

If there are more nominations than vacancies the election will be by ballot. If this is necessary, voting papers will be sent to you together with details about the ballot procedure.

Yours sincerely,



Mr W. Heptinstall  
Head Teacher

*Continued/overleaf*

**Under the terms of the School Governance (Constitution) (England) Regulations 2007, individuals are disqualified from holding office if they:**

- are detained under the Mental Health Act 1983
- are subject to a bankruptcy restriction order or an interim order
- are subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986 or a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989 or a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order)
- have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body
- are included in the list of people considered by the Secretary of State as unsuitable to work with children
- are disqualified from registration for childminding or providing day care
- are disqualified from registration under Part 3 of the Childcare Act 2006
- have been sentenced to 3 months or more in prison (without the option of a fine) in the 5 years before becoming a Trustee or since becoming a Trustee
- have received a prison sentence of 2½ years or more in the 20 years before becoming a Trustee
- have at any time received a prison sentence of 5 years or more
- have been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a Trustee
- refuse an application being made to the Criminal Records Bureau for a criminal records certificate