

STEWARDS ACADEMY

SCIENCE SPECIALIST

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Headteacher: Mrs H. Ginger BSc Mathematical Sciences

Dear Parent/Carer,

18th September 2023

PARENT GOVERNOR OPPORTUNITY

I am writing to you to invite you to stand for election as a parent governor/trustee for Stewards Academy.

Governance is a challenging and demanding role, but also a very rewarding one. As a trustee serving on the Stewards Trust Board, you would work in partnership with the headteacher, the senior leadership team, and co-operatively with other trustees to raise standards and improve outcomes for all children in our school.

This is a voluntary position, but there are many reasons why our trustees find their roles rewarding.

For example:

- Trustees contribute to raising standards of education in our school, making a positive difference to the lives of young people now and in the future.
- It is a chance to serve the local community and meet like-minded people who share the same passion for school improvement.
- Many trustees realise their own potential by learning new skills which are transferable and offer the prospect of greater personal career development.

No special qualifications are needed, and the most important thing is to have a keen interest in the school and be prepared to play an active part in the Trust Board's work. Free training is available and there is an expectation that all trustees attend safeguarding and induction training.

The appendix to this letter summarises the circumstances under which someone cannot serve as a trustee. Nominations must be from parents or carers with children at the school on the day that nominations close. All offers of appointment will be made subject to DBS clearance.

To apply, please complete the enclosed nomination form and return it to the Headteacher's PA, Mrs Souter either by emailing dsouter@stewardsacademy.org or returning the form in a sealed envelope to the school office marked 'Parent Trustee Application' no later than 4pm on **29th September 2023**. Please also include a short personal statement to support your nomination, which should be no longer than 200 words.

If several applications are received, all parents / carers will be sent a ballot paper via their young person and asked to vote. The personal statements of the candidates will be printed alongside their names on the ballot paper. Each parent is entitled to one vote. The ballot will be secret, and you will



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be notified of the result as soon as possible afterwards. A vote will only be necessary if more than one application is received; if only one application is received, the candidate will be appointed unopposed.

For more information or an informal chat about the role, please contact the Clerk to Governors, Mrs Bartram either by calling 01279 217813 or emailing d.bartram@pclc.co.uk

Yours faithfully,

Mrs Helen Ginger
Headteacher

PARENT TRUSTEE APPLICATION

Please complete and return to the Headteacher's PA, Mrs D. Souter either by emailing: d.souter@stewardsacademy.org or via the school office in a sealed envelope marked Parent Trustee Application no later than **4pm on Friday 29th September 2023**.

NAME _____ **PLEASE PRINT**

CHILD'S NAME _____ **TUTOR GROUP** _____

ADDRESS

APPLICANT'S EMAIL ADDRESS:

I hereby nominate myself for election as a trustee of Stewards Academy

PERSONAL STATEMENT (APPROX. 100 - 200 WORDS)

SIGNATURE

DATE

APPENDIX: SUMMARY OF WHEN SOMEONE CANNOT SERVE AS A TRUSTEE

A trustee must be aged 18 or over at the time of their election or appointment and cannot be a registered pupil at the school.

A person is disqualified from holding or from continuing to hold office as a trustee if they:

- fail to attend meetings without the consent of the trustees for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex officio trustees);
- are subject to a bankruptcy restriction order, an interim bankruptcy restriction order, a debt relief order or an interim debt relief order;
- has had their estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- are subject to:
 - i) a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986
 - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989
 - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order);
 - v) have been removed from the office of charity trustee or trustee for a charity by the Charity under section 178 of the Charities Act 2011;
 - vi) are included in the list of people considered by the Secretary of State as unsuitable to work with children; · is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
 - vii) are disqualified from registration for childminding or providing day care;
 - viii) are disqualified from registration under Part 3 of the Childcare Act 2006;
 - ix) have received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a member/trustee/local governor.
 - x) have received a prison sentence of two-and-a-half years or more in the 20 years before becoming a member/trustee/ local governor;
 - xi) have at any time received a prison sentence of five years or more;
 - xii) have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a member/trustee/local governor;
 - xiii) refuse to allow an application to the Disclosure & Barring Service for a criminal records certificate.

An enhanced DBS check will be carried out by the school.

Stewards Academy has a duty to provide information to the DfE for inclusion on the national governors' database. There is also a requirement to publish information on the school's website.