



12 November 2018

Dear Parent(s)/Carer(s)

I am writing to inform you of a vacancy for the role of Parent Trustee (Governor) on our Academy Board.

The role of the Academy Board

The Academy Board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the Academy'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 Parent Trustee

As a Parent Trustee, you will work with the Board to ensure it effectively carries out the duties referred to above. You will also play a vital role in ensuring that the Board is connected with, and is aware of the views of, parents and the local community.

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 Academy Board delivers effective governance

The Academy Board requires a balance and diversity of knowledge, skills and experience to enable it to be effective. Whilst the Board is particularly keen to receive applications from people with financial and legal experience, applications from people with other skill sets are strongly encouraged.

Expectations of Trustees

Trustees have a four-year term of office, though they can step down at any point if, for example, other commitments increase. Whilst the time commitment is not excessive, it is important to consider whether or not you will be able to give the necessary time to trustee duties. Crucially, in order to contribute effectively you would be expected to attend and contribute to five meetings of the Full Academy Board in the academic year, read the policies and reports prior to these meetings and become a member of one of the five sub-groups which meet between three and five times a year. Furthermore, Trustees are linked to a subject area(s) and we would ask that you meet with your link subject Head of Department on at least three occasions during the year.

How to apply

If you are interested in applying for the role, please complete the candidate form attached to the letter and return to myself zleach1@educ.somerset.gov.uk by noon on Friday 23

Huish Episcopi Academy

Wincanton Road, Langport, Somerset TA10 9SS

Tel: 01458 250501 Fax: 01458 250262

Email: office@huishepiscopi.somerset.sch.uk Web: www.huishepiscopi.net

Principal: Mr C J Wade BSc Registered in England and Wales: 7341553 Registered Office as above.

Company limited by Guarantee. An exempt charity



November. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

The attached sheet lists the situations which disqualify you from serving as a Trustee. All Trustee appointments are subject to an DBS (Disclosure and Barring Service) check once the election procedure has taken place.

If you have any queries about this process or would like to find out more about the role, please contact me.

Yours sincerely



Zoe Leach
Clerk to the Academy Board
Enc.



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The following situations disqualify a candidate from serving as a Governor (Trustee)

- No person shall be qualified to be a Governor unless he/she is aged 18 or over at the date of his/her election or appointment. No current pupil of the Academy shall be a Governor.
- A Governor shall cease to hold office if he/she becomes incapable by reason of mental disorder, illness or injury of managing or administering his/her own affairs.
- A Governor shall cease to hold office if he/she is absent without the permission of the Governors from all their meetings held within a period of six months and the Governors resolve that his/her office be vacated.
- A person shall be disqualified from holding or continuing to hold office as a Governor if—
 - a) His/her estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; or
 - b) He/she is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from holding or continuing to hold office as a Governor at any time when he/she is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- A Governor shall cease to hold office if he/she ceases to be a Governor by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).
- A person shall be disqualified from holding or continuing to hold office as a Governor if he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he/she was responsible or to which he/she was privy, or which he/she by his/her conduct contributed to or facilitated.
- A person shall be disqualified from holding or continuing to hold office as a Governor at any time when he/she is:
 - a) included in the list kept by the Secretary of State under section 1 of the Protection of Children Act 1999; or
 - b) disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Services Act 2000; or
 - c) barred from regulated activity relating to children (within the meaning of section 3(2) of the Safeguarding Vulnerable Groups Act 2006)
- A person shall be disqualified from holding or continuing to hold office as a Governor if he/she is a person in respect of whom a direction has been made under section 142 of the Education Act 2002 or is subject to any prohibition or restriction which takes effect as if contained in such a direction.
- A person shall be disqualified from holding or continuing to hold office as a Governor where he/she has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.
- A person shall be disqualified from holding or continuing to hold office as a Governor if he/she has not provided to the Chairman of the Governors a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Principal confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
- Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Governor; and he/she is, or is proposed, to become such a Governor, he/she shall upon becoming so disqualified give written notice of that fact to the Secretary.

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To the Clerk to the Academy Board - Huish Episcopi Academy (by 12 noon on Friday 23 November 2018)

I..... *(full name in block capitals)*

Wish to serve as Parent Trustee of Huish Episcopi Academy and to be a candidate if an election is necessary. I have read the rules regarding eligibility included with the initial information and I confirm that I am eligible to serve as an Academy Trustee.

Address:

.....

Tel: Email

Signed: Date:

Please attach some details about yourself. Include any particular experience or skills that you have and say why you want to become a Trustee.

