

March 2024

Dear Parent(s)/Carer(s),

I am writing to inform you of 3 vacancies for the role of parent trustee on our trust board.

The role of the trust board:

The school's trust board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school'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 board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the trust board, however you're not there to speak 'on behalf' of the parent body.

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.

In addition, the governing/trust board is keen for candidates to have skills in the following:

- managing and analysing financial information, e.g. an accountant, book-keeper, financial controller
- business management, leadership and strategy
- developing people e.g. Human Resources

Expectations of trustees:

As a trustee, you will be expected to attend regular meetings, maintain confidentiality, have a commitment to training, be available and interested in visiting the school and working with staff, and have a commitment to completing a 4-year term of office

How to apply:

If you're interested in applying for the role, please complete the candidate form attached to this letter and return to me, Amanda Oxberry, Clerk to Trustees at: aoxberry@thomaskeble.gloucs.sch.uk or to the school office by Thursday 29th March 2024. 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.

If you have any queries about this process or would like to find out more about the role, please contact me on aoxberry@thomaskeble.gloucs.sch.uk or on 01452 772135.

Yours sincerely,



Amanda Oxberry
Clerk to Trustees

Application for the Trustee vacancy:

Candidate Name:	
Candidate Address:	
Candidate Statement:	In this section, outline: • The skills and experience you have that the trust board requires; • Your commitment to undertaking training to acquire or develop the skills needed to be an effective trustee; • How you plan to contribute to the future works of the Board.

I confirm I am a parent or carer of a registered pupil at the school and am not:

- An elected member of the local authority
- Paid to work in the school for more than 500 hours in any consecutive 12-month period at the time of election

Signed: _____ **Date:** _____