

September 2023

Dear Parent/Carer,

Parent Trustee Vacancy

We currently have a vacancy for a parent trustee which we need to fill as soon as possible.

St Edward's Church of England Academy has always aimed for a partnership with a parent/carer which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent trustee.

The trustee body's main tasks are:

- To ensure that the Academy has a clear vision, ethos and strategic direction;
- To hold the Principal to account for the educational performance of the Academy and its pupils
- To oversee the financial performance of the Academy and making sure its money is well spent

Parent trustees are welcomed as valued members of the team and play a vital role in ensuring the trustee body is aware of the views of parents/carers and the local community. We feel sure that there are parents/carers prepared to take on this important role and give their time and commitment to help us to continue to improve the Academy's performance.

In looking to fill these vacancies the trustees of the Academy have identified the following skills, experience and attributes that they feel would help strengthen the trustee body.

- Ability to think strategically
- Knowledge of pupil/welfare
- Good communication skills
- Passion for Education

As a Trustee you would be expected to attend our Full Trustee Body meetings, of which there are 4 per year. These are usually held during the evening at the Academy. You would also be expected to join a Trustee Body sub-committee. Sub-committees meet 3 times per year.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external trustee training. If you would like to discuss the role further, a member of our Board of Trustees will be happy to talk to you. Please contact Mrs Morris-Fear at the Academy office to make an appointment. morris.s@st-edwards.staffs.sch.uk Telephone: 01538 714742

If you feel you can help in this capacity, please complete the attached application form and return to the Academy by **4pm on Friday 6th October 2023**.

The guidelines giving full details about how vacancies are filled can be found on the Academy's website. [St Edwards Academy](#) You should also look at the information for prospective trustees on Staffordshire County Council's website.

Please note that for the protection of children all trustee appointments are subject to an identity check.

If there are more applications than vacancies, we will hold an election and you will be sent a voting paper in due course. You may return the ballot paper either via your child or post.

Yours sincerely



Mrs Cynthia Simmonds
Chair of Trustees