



11<sup>th</sup> October 2021

Dear Parent/Carer

### **Nomination for Parent Trustee (Governor)**

There is a vacancy for a Parent Trustee to serve on the school's Trust Board (Governing Body). We are very keen to encourage parents and carers of registered students to nominate themselves to become part of our Board of Trustees.

Parent Trustees are elected by other parents/carers and are vital to our Board. They share, equally with other Trustees, the duty of carrying out the Trust Board's wide range of responsibilities. Trustees do not run the school day to day, as their role is at the strategic or policy-making level in the school. They ensure that the Headteacher performs his or her responsibilities for the educational performance of the school and ensure the sound, proper and effective use of the school's financial resources. You do not have to be an expert on education to be a school Trustee, and we value the experience and skills that all Trustees bring to the role. However, you will be expected to demonstrate skills and experience that will enhance governance at the school, a commitment to undertake training and a willingness to engage in the life of the school and its strategic development, over and above merely attending meetings.

If you join our Trust Board, you will serve for a four year term and you can continue to the end of the four years even if your child leaves the school. Being a Trustee does take up time. There are 5 Trust Board meetings each year, and Trustees usually serve on one or more committees, which meet once each term. You will need to set aside time to be able to be an effective Trustee: time to prepare for meetings, for visiting the school, to undertake training and updating.

If you would like to take the opportunity to put yourself forward as a candidate, please contact Elaine Freeman, Clerk to the Trust Board – [efreeman@brookvalegroby.com](mailto:efreeman@brookvalegroby.com) or telephone 0116 2879921, and request an application pack, which will contain further information along with a Parent Trustee election form. The deadline for application pack requests is **Tuesday 26<sup>th</sup> October 2021**.

If there are more nominations than vacancies, the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents/carers together with details of the ballot procedure.

Should you have any questions, or wish to discuss any aspect of this opportunity, then please contact Elaine Freeman as above.

We look forward to hearing from you.

Yours sincerely

W Teece  
Headteacher