

To: all Parents/Carers

Beech Avenue
Taverham
Norwich
NR8 6HP
Telephone 01603 860505
01603 264330
Email office@taverhamhigh.org

Headteacher: Dr R Harris

9 September 2021

Dear Parent/Carer

Nomination for Parent Trustee

I am writing to you to advise that there is a vacancy for a Parent Trustee. In our school we have provision for two Parent Trustees and there is currently one vacancy.

The Board of Trustees, with the headteacher, has overall responsibility for the running of the school. Trust boards have three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding executive leaders to account for the educational performance of the organisation and its students, and the performance management of staff; and
- overseeing the financial performance of the organisation and making sure its money is well spent.

If you are interested in nominating yourself for this vacancy, please request an information pack or download a copy from the school website. Contained in this pack are a number of documents that you will need to read and a Parent Trustee Election Form which must be completed and returned to the school office by 12.00 pm on 1st October 2021.

Please read the guidance notes for prospective trustees and the qualification and disqualification criteria carefully to ensure you are able to serve as a Parent Trustee. The Trust Board operates a code of practice which sets an ethos of professionalism and high expectations of trustees. This is provided within the pack and should be returned, signed, along with the election form.

Once you have completed section 1 of the Parent Trustee Election Form, ask the person nominating you (if not self-nominating) to complete section 2. You can ask a parent/carer of a registered student at the school to nominate you but that cannot be your spouse or partner.

It is recommended that all candidates supply a statement of a MAXIMUM of 500 words for circulation to voters if a ballot is required. Your statement should set out:

- evidence of the extent to which you possess the skills and experience the Trust Board desires – see the guidance notes for prospective trustees;
- your commitment to undertake training to acquire or develop the skills to be an effective trustee;
- if seeking re-election, details of your contribution to the work of the Trust Board during your previous term of office; and
- how you plan to contribute to the future work of the Trust Board.

Statements longer than 500 words, for the sake of fairness to all candidates, will have to be reduced. No other information should be circulated to parents/carers at the school in support of your nomination.

Any queries relating to this election should be made to the Clerk to Trustees who is the Returning Officer for the election.

Yours sincerely



Christopher Perry-Yates
Clerk to Trustees and Returning Officer