



22nd February 2024

Dear Parent / Carer

Parent Trustee Election Nominations

Cox Green School is currently seeking to recruit two new Parent Trustees to join our Board of Trustees. We are an Academy Trust and, as such, you become a Trustee of the Board.

The role of the Board of Trustees is to act in a strategic capacity and to advise the professional leadership team.

As set out in the Governance Handbook, all trust boards have three core functions:

1. Ensuring clarity of the vision, ethos, and strategic direction.
2. Holding the Executive Leaders to account for the educational performance of the school(s) and its pupils and the effective and efficient performance management of staff.
3. Overseeing the financial performance of the school and making sure that its money is well spent.

The Board works closely with the Headteacher and senior leadership team in its work and senior leaders attend Board and committees to report on progress and issues and to lend their professional expertise.

The Board of Trustees is keen to hear from anyone who might be interested in becoming a Parent Trustee. As a Trustee you will be committed to improving the outcomes for our students and be prepared to give of your time in contributing to the business of the Board. Both Parents and Carers are entitled to stand as candidates and to submit their own nomination. (People are disqualified from applying if they are an elected member of the Local Authority or who work for the school for more than 500 hours per annum).

We would *particularly* welcome interest from anyone with the following skills and experience – these are not compulsory nor a specific requirement:

- Finance/audit
- Property and estate management
- Human relations
- Marketing and promotion
- Innovation in the use of digital technology
- Experience within an education environment

We are always interested in parents who have experience of committee work and with an eye to the future, taking on role of Chairs of Committees.

The Board of Trustees has access to a range of training resources and actively encourages its members to grow their skills and continue their professional development. We are fortunate in having some highly experienced Trustees to act as mentors to new Trustees, with a view to them ultimately taking over their responsibilities. New Trustees will be guided through induction to school governance through a programme run by the local authority.

As a Trustee at Cox Green School, you would be expected to undertake the following as part of your role:

- Attend Board of Trustee meetings (5 meetings per year lasting 2 hours, always 'in person').
- Undertake new Trustee induction training (four 2-hour evening sessions run by the Local Authority).
- Undertake Safeguarding training annually.
- Attend meetings for committees (all Trustees are expected to join one committee), 2/3 meetings per year of up to 2 hours depending on committee. Committee meetings are normally held through Teams, the school's on-line delivery platform.
- Undertake at least one organised Trustee visit to the school during the year (during school opening hours).
- On occasion sitting on a behaviour panel (formed as and when required and training is provided). 2 hours approximately plus reading time beforehand.
- Prepare for meetings by reading through a wide range of prepared papers.
- In total, we expect you will need to spend a minimum of 25-30 hours in the year on Trustee duties.

We try to organise much of our work late afternoon or early evenings through Teams to make attendance easier for working Trustees. However, there are key meetings where we feel that it is beneficial for Trustees and senior staff to meet in person and of course visits to school where we talk with focus groups of students and staff all of which are vital toward our maintaining a good sense of the 'pulse' of our school.

The role of Trustee is open to adults aged over 18 years' old who have parental / caring responsibility for a child in Cox Green School. To join the Board of Trustees, you will need to undertake an enhanced DBS (Disclosure and Barring Service) check. The term of office for a Trustee is 4 years.

In return we can offer you:

- An opportunity to influence and guide the ethos of our school.
- Satisfaction in the achievement and development of young people
- The opportunity to be part of a friendly team committed to our school and our community.
- Interesting and relevant professional development.
- The opportunity to work collaboratively with Staff and Trustees in a fulfilling and worthwhile role.
- Networking opportunities with Trustees and Education professionals.

If you are interested in applying for the vacancy, then please return the enclosed nomination form to myself via email (l.coe@coxgreen.com) by 12pm on Thursday 7th March 2024. You are invited to provide a brief statement of no more than 300 words providing the following information:

- The skills you can bring to the Board of Trustees and some evidence of those skills.
- Your commitment to undertake training to acquire and develop the skills to be an effective Trustee.

If there are more than two nominations received, a secret ballot will be arranged with ballot papers sent to all Cox Green School Parents and Carers together with details of the ballot procedure. The information you provide on your nomination form will be circulated as part of the ballot.

If you would like to talk informally to learn more about the role of a Trustee, then please email Peter Thorn, Chair of Trustees via myself on (l.coe@coxgreen.com), to arrange a conversation. If you would like to receive further information about the role of a Trustee or the Board of Trustees, then please email myself, (l.coe@coxgreen.com)

Kind regards



Lorna Coe
Governance Professional and Returning Officer

Nomination form: Cox Green School Parent Trustee

Name (PRINT):

I confirm that I am willing to stand as a candidate for election as a Parent Trustee.

Signature: Date:

Telephone number: Email address:

Parent of: Class:

Please include an outline of the skills you can bring to the Board of Trustees, some evidence of those skills plus your commitment to undertake training to acquire and develop the skills to be an effective Trustee in approximately 300 words.

This information will be distributed to all Parents for information in the event of a ballot.

Completed nomination forms must be returned to l.coe@coxgreen.com

by 12.00pm Thursday 7th March 2024