



CDE/CMF

April 2024

Dear Parents and Carers

### Parent Trustee Vacancy

I am writing to inform you that a vacancy has arisen for the role of Parent Trustee on our Trust board.

### The role of the Bolton Academy Trust

The school's Trust Board is responsible for providing confidence and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and finance 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 will work with the Board to make sure it effectively carries out the duties referred to above. You will also play a vital role in bringing a parental perspective to the Trust Board, but you are 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
- The specific skills required to make sure the Trust Board delivers effective governance

### Expectations of Trustees

- Attend and participate in meetings on a regular basis
- Attend appropriate training
- You will be required to read and sign the Trust Board's Code of Conduct agreement
- Maintaining confidentiality is crucial to the role of any Trustee

### How to apply

If you are interested in applying for the role, please complete the candidate form attached to this letter and return to Chris Shaw at [C.Shaw@smithillsschool.net](mailto:C.Shaw@smithillsschool.net) or to the school. 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.

We value the diversity of our Trust Board, and aim to recruit school Trustees who reflect the diverse communities across Bolton and the local area. We welcome applications from all suitably qualified individuals, irrespective of people's age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We have guidance in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments for people who have a disability.

The nomination period will open on Monday 15<sup>th</sup> April 2024 and close at 12 noon on Friday 26<sup>th</sup> April.

If you have any queries about this process or would like to find out more about the role, please contact Miss Shaw on 01204 842382 or [C.Shaw@smithillsschool.net](mailto:C.Shaw@smithillsschool.net)

Yours sincerely

A handwritten signature in black ink that reads "C Dewse". The signature is written in a cursive style with a large, looped 'C' and a distinct 'D'.

C Dewse  
Headteacher

## School Trustee Application Form

Personal details (please print)

First names:

Surname:

Previous Names:

Address & Postcode:

Email address:

Daytime Tel No:

Mobile Number:

Occupation:

Other Information

Have you ever been or are you currently a Trustee?

Yes

No

If yes, please give details of the school, type of Trustee and period of office:

Signed: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

\*The seconder must be a parent of a pupil in the school