

1<sup>st</sup> December 2020

Dear Parent/Carer,

### **PARENT TRUSTEE/LOCAL GOVERNING COMMITTEE MEMBER ELECTION**

I am writing to you to invite you to stand for election as a parent trustee/director, or nominate another parent to do so. In our Trust, we have provision for two parent trustee(s)/ parent directors and there is currently one vacancy for a secondary school parent director.

The board of trustees, with the CEO and headteachers, has overall responsibility for the running of the school. The board of trustees have three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent.

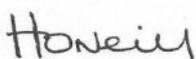
No special qualifications are needed and the most important thing is to have a keen interest in the school and be prepared to play an active part in the board of trustees' work. However, we would particularly welcome nominations from parents with the following skills - PR and/or marketing. Training is available for all trustees and this board of trustees has an expectation that those new to being a trustee, attend free induction training.

The enclosed sheet summarises the circumstances under which someone cannot serve as a trustee. Nominations must be from parents, or individuals exercising parental responsibility, of a child at St. Mary's Catholic Academy.

If you would like to stand for election please complete the enclosed nomination form and return it to the school no later than noon on Thursday 17<sup>th</sup> December, 2020. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. This information will be sent to parents if a ballot is needed. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. Nominations can be sent in to St. Mary's reception or emailed to [parentdirector@bebcmat.co.uk](mailto:parentdirector@bebcmat.co.uk).

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 in January, together with details of the ballot procedure.

Yours faithfully,



Returning Officer.



CEO: Mrs Helen O'Neill, BSc (Hons), MEd  
Company No: 9111449  
Registered Office: St. Walburga's Road, Blackpool. FY3 7EQ  
Telephone: 01253 396286  
Website: [www.bebcmat.co.uk](http://www.bebcmat.co.uk)  
Registered in England and Wales

## Nomination form

### Election of parent trustees/ parent local governing committee member

Please enter in BLOCK LETTERS, the name and address of the person being nominated for election:

Name: \_\_\_\_\_

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

Signature of nominee: \_\_\_\_\_

Signature of proposer (if different to nominee): \_\_\_\_\_

Name and address of proposer (if different to nominee): \_\_\_\_\_

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of parent trustee.

I confirm (i) that I am willing to stand as a candidate for election as a parent trustee and (ii) that I am not disqualified from holding office for any of the reasons set out in the articles of association.

Signature .....

Date .....

**Completed nomination forms must be returned to the school by noon on Thursday 17<sup>th</sup> December either to reception at St. Mary's or via email to: [parentdirector@bebcmat.co.uk](mailto:parentdirector@bebcmat.co.uk)**

### **Academies: qualifications and disqualifications to serve as an academy trustee**

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.