



The Richmond upon Thames School
Egerton Road, Twickenham, Middlesex, TW2 7SL
info@rts.richmond.sch.uk | 020 8891 2985

Friday 15 February 2019

Dear Parent / Carer,

Election of parent trustees: proposing candidates

I am writing to invite you to stand for election as a parent trustee, or nominate another parent to do so. In our school we have provision for two parent trustees and **there is currently one vacancy**.

The trust board, with the Head Teacher, 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 the Head Teacher to account for the educational performance of the school and its pupils.
- 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 the time available to play an active part in the trust board's work. You would be expected to attend full board meetings once a term (Tuesdays 18:00 - 20:30) and, depending on which committee you join, you would be expected to attend additional termly meetings starting at either 07:30 or 17:30. Trustees also have to make monitoring visits during school hours so some daytime flexibility is important. Training is available for all trustees and this board has an expectation that those new to governance will attend induction training. At the moment, we would particularly welcome nominations from parents with the following skills:

- Event Management
- Human Resources

The enclosed sheet summarises the circumstances under which someone cannot serve as a trustee. There is also a blank nomination form. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election please complete the enclosed nomination form and return it to the school office no later than **09:00 on Monday 11 March 2019**. You should also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted, but if you are nominating another parent please seek their prior consent. 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.

Further information about being a trustee can be obtained from Governor Support, Achieving for Children, 44 York Street, Twickenham TW1 3BZ, phone: 020 8891 7593 or email: governor.support@achievingforchildren.org.uk

Yours sincerely,

K Dooley
Head Teacher

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Qualifications and Disqualifications to serve as a School Governor/Trustee

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school. No person who is a Local Authority Associated Person is eligible to be appointed to the office of governor unless his/her appointment to such office is authorised by the local authority to which he is associated.

A person is disqualified from holding or continuing to hold office as a governor if he or she:

- is subject to a bankruptcy restriction order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order
- has had his/her estate sequestrated and the sequestration has not been discharged, annulled or reduced
- is subject to:
 - a disqualification order or disqualification undertaking under the Company Directors Act 1986
 - a disqualification order under the Companies Directors Disqualification (Northern Ireland) Order 2002
 - a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002
 - an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under a county court administration order)
- has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on the grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from being concerned in the management or control of anybody
- is included in the list of people considered by the Secretary of State as unsuitable to work with children, is disqualified from working with children or subject to a direction under section 142 of the Education Act 2002 is disqualified from working with children under sections 28,29, or 29A of the Criminal Justice and Court Services Act 2000
- is disqualified from registration under Part 2 of the Children and Families (Wales) Measure 2010 for child minding or providing day care
- is disqualified from registration under Part 3 of the Childcare Act 2006
- has received a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months (without the option of a fine) in the 5 years before or since becoming a governor
- has received a prison sentence of 20 years or more in the 20 years before becoming a governor
- has at any time received a prison sentence of 5 years or more
- has been convicted under section 547 of EA 1996 (nuisance or disturbance on school premises) or under section 85A of the Further and Higher Education Act 1992 (nuisance or disturbance on educational premise) during the 5 years prior to or since appointment or election as a governor
- has refused a request by the clerk to the governing body to make an application under section 113B of the Police Act 1997 for a criminal records certificate
- has been disqualified from holding office as a governor of this school due to failure to attend governing body meetings for a continuous period of six months.

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Nomination Form

Please enter IN BLOCK LETTERS the details of the person being nominated for election:

Name:

Address:

Email:

Signature of proposer (if different from nominee):

Name and address in BLOCK letters of proposer (if different from 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 and the Education (Independent Schools Standards) (England) Regulations 2010 as amended.

Signature

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(Date)

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