



Friday 15 September 2023

Dear Parent

PARENT TRUSTEE – CALL FOR NOMINATIONS

Are you interested in becoming a Parent Trustee at Clapton Girls' Academy? Nominations are invited to fill the vacancy for a Parent Trustee position.

What is the Board of Trustees?

The Board of Trustees is passionate about education and committed to making Clapton Girls' Academy the girls' school of choice in Hackney. The board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the academy's educational and financial performance.

What does a Parent Trustee do?

As one of three Parent Trustees, you will play a vital role in ensuring that the board is connected with, and is aware of the views of, parents/carers and the local community. Trustees perform the most important voluntary role in education and a full and diverse body of Trustees can be a source of enormous strength to a school. Volunteering as a Trustee is a great way to contribute to your local community, meet new people and improve the lives of local children.

Any parent, or carer, of a registered student at the academy at the time of nomination is qualified for the role. Parent Trustees are elected for a term of four years.

You don't have to be an expert in education to have a valuable viewpoint about what's happening in your school. To be a Parent Trustee you will need to:

- Have a strong commitment to the role and to improving outcomes for children
- Have good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- Be willing to undertake training on effective governance

We are committed to achieving a Board of Trustees which reflects the diversity of Clapton and Hackney and to ensuring that the wealth of talents and skills in our local community are effectively utilised. We particularly welcome applications from groups who are under represented on the Trustee Board currently.

How do I find out more?

The general expectations and responsibilities are outlined in the nomination paper at the end of this letter. If you have any queries and/or would like to discuss this opportunity with one of the current Parent Trustees and myself, **we are running a virtual meeting on Wednesday 20 September at 5.30pm**. To request the link for this meeting, please email cga@clapton.hackney.sch.uk

How do I apply?

If you're interested in applying for the role, please complete the nomination paper attached to this letter and return it **by 9am on Friday 29 September 2023**. You can scan and email the nomination paper back to us or post it to the address above. If we receive more than one nomination, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

I look forward to hearing from you.

Frances Feeney (Acting Chair CGA Trust Board)



Guidance on the nomination process

Nominations for the role of Parent Trustee at Clapton Girls' Academy must comply with the following:

1. The nominations must be made on the official nomination paper.
2. The nominations must be returned to CGA by email, by post or hand delivery to main reception to arrive by **9am on Friday 29 September 2023** at which time nominations will close.
3. The nominee must be a parent/carer of a registered student at Clapton Girls' Academy at the time of nomination.

The parent/carer nominating themselves should include a brief statement of **no more than 150 words** in support of their candidature in the nomination paper.

Procedures for election

If only one nomination is received for this vacancy, no voting is required. The nominated candidate will simply be declared as a Parent Trustee.

If two or more nominations for the vacancy are received, a secret ballot will be held. In this event, the ballot will be arranged following close of nominations with the nominees' brief statements published on the academy's website and distributed with voting forms.

If, in the unlikely event of having exhausted the process, the vacancy remains, the existing members of the Board of Trustees will make the appointment.



Clapton Girls' Academy

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Email: cga@clapton.hackney.sch.uk
www.clapton.hackney.sch.uk

Ms Anna Feltham: Headteacher

Nomination Paper

Status of the Parent Trustee

Parent Trustees are elected by other parents/carers at the academy. Any parent, or carer, of a registered student at the academy at the time of election is eligible to stand for election as a Parent Trustee.

Parent Trustees may continue to hold office until the end of their 4 year term of office even if their child leaves the academy.

Essential requirements

You should meet the relevant statutory eligibility criteria for Trustees as set out in the Clapton Girls' Academy Articles of Association (Points 68-79) and agree to DBS checks as required. You must be willing to show evidence of identity e.g. your passport and if applicable your Right to Work Status in the UK.

You will have: an interest in all the students' futures; a desire to make a difference; and a willingness to accept responsibility.

You will support the Board of Trustees' mission to ensure that Clapton Girls' Academy continues to be the school of choice for girls in Hackney. The full mission statement can be found here:

[Trustees — Clapton Girls' Academy \(claptongirlsacademy.com\)](http://www.claptongirlsacademy.com)

Your role

Requires you to attend termly Trust Board Meetings and your assigned Committee Meetings, undertake focused visits to the academy, attend our annual Trustees' Day and academy events and participate in other panels and processes where Trustee input is required.

As a Parent Trustee, you hold the unique position of having a parental viewpoint. You will be able to bring this perspective to the strategic management of the academy. As a Parent Trustee, you do not have to vote in a particular way because you have been pressed to do so by parents. Objectivity is essential. You are not there to promote the interests of your own child but all students.

You will work in partnership with the leadership team and with other Trustees to raise standards and improve outcomes for all students. You will prepare for meetings by reading papers beforehand and take responsibility for your own learning and development as a Trustee including attending training. You will also abide by the decisions made by the Trust Board and respect the confidentiality of Trust Board affairs. Finally, you will take into account to the broader responsibilities as a Trustee of a public institution in regards to promoting accountability for the actions and performance of the Board of Trustees.



Nomination Paper

Notice of nomination for the position of Parent Trustee:

I (Insert Name) _____ formally nominate myself for the position of Parent Trustee. I understand that this will mean my term of office begins in 2023 and will run through until 2027.

The name of the student I am the parent/carer of (Insert name _____) Class _____.

I have confirmed that I have attached my 150-word statement to this nomination paper and that I give consent for this to be published on the academy website during any required election process.

Signed:

Date:

Email address:

Statement (150 words):

Nominations and Supporting statements must be returned to the Academy reception **no later than 9am on Friday 29 September 2023**. Nominations must be completed on the nominations paper, signed and returned for the attention of Frances Feeney, Acting Chair of CGA Board of Trustees.