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Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ  
Telephone: 01202 380015 Email: [contact@teachpoole.com](mailto:contact@teachpoole.com)  
Company Number: 09484306  
Chief Executive Officer: Mrs Kate Carter

Wednesday 17<sup>th</sup> January 2024

Dear parents and carers,

I am writing to inform you of a vacancy for the role of Parent Trustee on our Trust Board.

### **The role of the Trust board**

The Trust Board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the Trust's educational and financial 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**

Parent Trustees are not simply elected to represent their stakeholder group, but are elected to contribute to the work of the Trust Board. As a Parent Trustee, you'll work with the board to ensure it effectively carries out the duties referred to above.

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 ensure the Trust Board delivers effective governance

### **Expectations of Trustees**

**Upon induction, Trustees must follow a Trustee Code of conduct which includes the following;**

- Understand that all decisions made are for the good of the Trust and its purpose.
- Understand the purpose of the board and the role of the executive leaders.
- Acknowledge that accepting office as a Trustee involves the commitment of significant amounts of time and energy. Good attendance is expected at all meetings and any apologies received will be passed onto to Trustees to be accepted.



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- Will strive to work as a team in which constructive working relationships are actively promoted.
- Will express views openly, courteously and respectfully in all communications with other Trustee committee members, the governance professional and school staff both in and outside of meetings.
- Will accept that all matters relating to the Trust are confidential unless deemed otherwise.
- Will follow the seven principles of public life

### How to apply

If you are interested in applying for the role, please complete the candidate form attached to the letter and return to Kellie Groves, Governance Professional to the Trust Board c/o the school office by **Friday 2<sup>nd</sup> February 2024**. If we receive more applications than there are vacancies, a confidential ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process or would like to find out more about the role, please contact Kellie Groves via [k.groves@teachpoole.com](mailto:k.groves@teachpoole.com)

Yours faithfully



Mrs Kate Carter  
Chief Executive Officer



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Candidate name:	
Candidate address:	
Candidate statement:	<p>In this section, outline:</p> <ul style="list-style-type: none"> <li>• The skills and experiences you have that the Trust Board requires</li> <li>• Your commitment to undertaking training to acquire develop the skills needed to be an effective Trustee</li> </ul>

I confirm that I am a parent, carer or individual exercising parental responsibility of a registered pupil of one the schools in the TEACH Trust

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

Child's name/Children's names: \_\_\_\_\_

School(s): \_\_\_\_\_

Year group(s) of child(ren) \_\_\_\_\_



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