Inclusive Schools Trust
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Email: office@istnorfolk.co.uk
Website: www.inclusiveschoolstrust.co.uk

CEO/Executive Head: Selene Sawyer
ALL DIFFERENT, ALL EQUAL, ALL LEARNING

11th November 2024

Dear Parent/Carer,

Parent Trustee Election

Inclusive Schools Trust currently has a vacancy for a Parent Trustee on our Trust Board which is responsible for overseeing the performance, management and administration of the Trust and the six Norwich-based schools within it.

The Trust has two levels of governance: 1. Trustees and 2. Members. Members can be regarded as the equivalent to shareholders in a commercial company and Trustees are the equivalent of non-executive company directors. These are all voluntary roles.

Invitation

We would like to invite you to stand for election as a Parent Trustee or to nominate another parent to do so. We currently have one vacancy and the term of office is four years.

The Trust Board made the decision to delay the election until the second half of the Autumn Term so that new parents or carers had the opportunity to settle their child into school before considering whether this a role they may be interested in undertaking. We therefore anticipate that the nominated Parent Trustee will take up the position in January 2025, subject to a full application form being completed and all statutory checks found to be satisfactory.

Joining Inclusive Schools Trust as a Parent Trustee is a unique opportunity to make a real difference in the lives of children, families and our community. As a Trustee, you'll help to shape the strategic vision of the Trust, ensure our schools continue to provide high-quality education and champion inclusivity across all six Norwich-based schools. Your voice and perspective as a parent are invaluable to the decisions we make and the values we uphold. This role isn't just about governance; it's about being an advocate for positive change, supporting education excellence, and helping to create a nurturing environment in which every child can thrive. If you're passionate about education and want to help us shape a brighter future, we encourage you to consider this opportunity.

The role of the Trust Board

The Trust Board works to:

- develop a vision and strategy for the Trust
- oversee financial performance and ensure money is well spent
- hold the CEO to account for the educational performance of the schools
- engage with pupils, staff, parents, carers and the wider school community to understand their views

Who can stand for election?

To be eligible to volunteer, you need to be a parent, carer or someone who has parental responsibility for a child at any of the schools in the Trust. You do not need any specific qualifications and we are interested to hear from individuals who:

- have experience working in a leadership role, ideally in a school or business setting
- have a clear understanding of strategic leadership and governance
- are organised, hard-working and committed
- are confident communicators in both the written and spoken word
- share our vision that pupils will be championed throughout their educational lives and beyond so that they are able to reach their full potential

The Trust Board recognises the importance of a balance and diversity of knowledge, skills and experience. The enclosed sheet summarises the circumstances under which someone cannot serve as a Parent Trustee.

We are committed to fostering an inclusive environment where diversity is celebrated and we encourage applications from individuals of all backgrounds. We believe that a wide range of perspectives strengthens our Trust and we are especially keen to welcome candidates who reflect the diversity of our community. Whatever your background or experience, if you share our commitment to excellence in education and community engagement, we invite you to consider joining us as a Parent Trustee.

We encourage interested individuals to contact us on office@istnorfolk.co.uk should they wish to meet with the Chair or other members of the Trust Board to discuss the role in more detail.

In order to fulfil their duties, the time commitment will be as follows:

- Six Trust Board meetings a year
- Monthly Committee meetings
- Half-termly training or strategy days
- Regular time to undertake school-based activities
- Remote involvement via telephone/Trust email as required
- Regular review of reports and documentation
- Completion of safer recruitment training and essential safeguarding training within the first year (to be renewed as appropriate)

A full induction process and comprehensive training programme will be provided.

How to apply

If you would like to apply, please complete the enclosed nomination form and return it to Caroline Mandilakis on office@istnorfolk.co.uk by 25th November 2024. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,

Caroline Mandilakis
Chief Operating Officer (Returning Officer)

Eligibility and disqualifications to serve as a 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 trustee shall be disqualified from holding office or continuing to hold office if they:
- become incapable by reason of illness or injury of managing or administering their own affairs;
- are absent without the permission of the trustees from all meetings held within a period of six months, and the trustees resolve that their office be vacated;
- have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- are the subject of a bankruptcy restrictions order or an interim order;
- are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- cease to be a trustee by virtue of any provision in the Companies Act 2006;
- are 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
- are otherwise found to be unsuitable by the Secretary of State;
- have 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 they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
- have, 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;
- have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

Nomination Form

Election of: Parent Trustee at Inclusive Schools Trust

Please complete this form in BLOCK CAPITALS

Nominee name: _____

Nominee contact details: _____

_____

Nominee personal statement (maximum 250 words):

I confirm (i) that I am willing to stand 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 eligibility and disqualifications sheet.

Nominee signature: _____

Date: _____

If you are proposing a candidate for nomination, please provide:

Proposer name and contact details: _____

_____

Completed nomination forms must be returned to Caroline Mandilakis on office@istnorfolk.co.uk by 25th November 2024