



## St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

### Election Procedure - step by step

1. When a serving parent trustee/parent local governing committee member is reaching the end of his/her term of office, the clerk to trustees will inform the board of trustees and headteacher. A timetable for an election is agreed that minimises delay and avoids school holidays.
2. The returning officer will send a letter to all parents notifying them that an election for a parent trustee/parent local governor is required, and inviting nominations on an enclosed nomination form. The invitation and nomination form will also be placed on the school website and parents will be alerted to the election via email. The returning officer will also enclose a sheet setting out the circumstances in which someone is not allowed to serve as a trustee/local governor. The nomination form will indicate the closing date for nominations, which will be no less than 10 school days from the date of issue. Candidates will be invited to submit a statement in support of their nomination, which should be no longer than 250 words.
3. The board of trustees will carry out a regular skills audit of trustees/local committee members and on occasion, may ask for parents with particular skills/experience to put their name forward for election. This does not preclude any other member of the parent body from standing for election.
4. Parents may self-nominate but if a parent wishes to nominate another parent, they should seek their approval before submitting the nomination.
5. Where the number of candidates nominated is equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If too few parents stand for election to fill all the vacancies, the board of trustees will appoint parent trustees/parent local committee members to the vacancy or vacancies in accordance with the articles of association.
6. If there are more nominations than vacancies, a ballot will be conducted. Letters, ballot papers and return envelopes will be sent to all parents. The letters will set out that:
  - All parents of registered pupils at the academy/one of the academies in the trust are entitled to vote. Depending on the number of vacancies, parents may be asked to vote for more than one candidate. Each parent can submit one ballot form, regardless of the number of children they have attending the school;
  - The closing date and time for receipt of ballot papers, which will be no less than 10 school days;
  - If applicable, the candidates' personal statements will be enclosed and will also be available to view on the school website
7. A ballot box will be provided in the school reception, and parents will also be given the option to vote by post. No arrangements will be made for proxy voting.
8. Returned envelopes must be locked away unopened until the closing date.
9. At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and trustees will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.

- 10. In the event of a tie, there should be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.**
- 11. The clerk to trustees will inform all the candidates individually about the result of the ballot. The trust will notify, within 14 days, the Secretary of State of the names of successful candidates; whether they were elected or appointed; and the name of the trustee they are replacing, as set out in the funding agreement.**
- 12. Other parents will be notified of the result via the Principal's letter and/or website.**
- 13. The ballot papers will be retained securely for six months in case the election result is challenged.**



# St. Edward's Church of England Academy

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September 2021

Dear Parent/Carer,

## Parent Trustee Vacancy

We currently have two vacancies for parent trustees which we need to fill as soon as possible.

St Edward's Church of England Academy has always aimed for a partnership with a parent/carer which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a parent trustee.

The trustee body's main tasks are:

- To ensure that the Academy has a clear vision, ethos and strategic direction;
- To hold the Principal to account for the educational performance of the Academy and its pupils
- To oversee the financial performance of the Academy and making sure its money is well spent

Parent trustees are welcomed as valued members of the team and play a vital role in ensuring the trustee body is aware of the views of parents/carers and the local community. We feel sure that there are parents/carers prepared to take on this important role and give their time and commitment to help us to continue to improve the Academy's performance.

In looking to fill these vacancies the trustees of the Academy have identified the following skills, experience and attributes that they feel would help strengthen the trustee body.

- Ability to think strategically
- Knowledge of pupil/welfare
- Good communication skills
- Passion for Education

As a Trustee you would be expected to attend our Full Trustee Body meetings, of which there are 4 per year. These are usually held during the evening at the Academy. You would also be expected to join a Trustee Body sub-committee. Sub-committees meet 3 times per year.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external trustee training. If you would like to discuss the role further, a member of our Board of Trustees will be happy to talk to you. Please contact Mrs Morris-Fear at the Academy office to make an appointment. [morris.s@st-edwards.staffs.sch.uk](mailto:morris.s@st-edwards.staffs.sch.uk)  
Telephone: 01538 714742

If you feel you can help in this capacity, please complete the attached application form and return to the Academy by **4pm on Friday 8<sup>th</sup> October 2021**.

The guidelines giving full details about how vacancies are filled can be found on the Academy's website. [St Edwards Academy](#)  
You should also look at the information for prospective trustees on Staffordshire County Council's website.

Please note that for the protection of children all trustee appointments are subject to an identity check.

If there are more applications than vacancies, we will hold an election and you will be sent a voting paper in due course. You may return the ballot paper either via your child or post.

Yours sincerely

Mrs Cynthia Simmonds  
Chair of Trustees



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## Appointment of Parent Trustee - Nomination Form

Name:

Address:

Telephone No:

Name(s) of Child(ren)  
and Class(es):

**Candidate Information:**

Please state, as **briefly as possible**, the contribution you feel you could make to the trustee body.

Name of parent proposing the nomination:

(Print)

(Sign)

Name of parent seconding the nomination:

(Print)

(Sign)

**Please note that you cannot be a Trustee if you meet one or more of the following criteria:**

- You are under 18 at the time of your election or appointment or you are a registered pupil at the school; or
- You are *already* a trustee of a different category at the *same* school; or
- You have been detained under the Mental Health Act 1983 during your period of office; or
- You have failed to attend trustee body meetings, without the consent of the trustee body, for a continuous period of six months, beginning with the date of the first meeting missed (not applicable to ex-official trustees); or
- You are subject to a bankruptcy restriction order or an interim order; or
- You have had your estate sequestrated and the sequestration order has not been discharged, annulled or reduced; or
- You are subject to:
  - i) a disqualification order or disqualification undertaking under the Company Directors Act 1986;
  - ii) a disqualification order under Part 2 of the Companies (Northern Ireland) Order 1989;
  - iii) a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002;
  - iv) an order made under Section 492(2)(b) of the Insolvency Act 1986 (failure to pay under a County Court administration order); or
- You have been removed from the office of charity trustee or trustee for a charity by the Charity Commissioners or High Court on grounds of any misconduct or mismanagement, or under Section 32 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of anybody; or
- You are included in the list of people considered by the Secretary of State as unsuitable to work with children; or
- You are disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002; or
- You are disqualified from registration for child minding or providing day care; or
- You are disqualified from registration under Part 3 of the Childcare Act 2006; or
- You have received a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) in the five years before becoming a trustee or since becoming a trustee; or
- You have received a prison sentence of two and a half years or more in the twenty years before becoming a trustee; or
- You have, at any time, received a prison sentence of five years or more; or
- You have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a trustee; or
- You refuse to allow an application to the Data Barring Service for a criminal records certificate.

**Nominee:** please sign below to confirm that you are not disqualified from serving as a school trustee:

Signed:

Date:

**Please return this form to the school office no later than 4pm Friday 8<sup>th</sup> October 2021.**



Companies House number: 08316327