



The Southwater Infant Academy

“Growing, Learning and Succeeding Together”

20th September 2024

Parent Trustee Vacancies

Dear Parent(s)/Carer(s)

We are writing to inform you of 2 vacancies for the role of Parent Trustee on our governing board.

The role of the governing board

The Southwater Infant Academy governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school’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.

Parent trustees are elected by the parents of pupils registered at the academy and who are themselves such parents at the time when they are elected. The term of office provided by the Instrument is 4 years.

The role of a Parent Trustee

As a parent trustee, you’ll work with the board to ensure it effectively carries out the duties referred to above. You’ll also play a vital role in ensuring that the board is connected with, and is aware of the views of parents and the local community. The governing board is keen for candidates to have skills in finance and project management.

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 governing board delivers effective governance

Expectations of Trustees

The job of the governing body is to raise standards of achievements for all children which involves providing a strategic view for the academy, acting as a critical friend and ensuring accountability. The Headteacher is responsible for the day to day running of the academy but the Trustees work with the Head in making decisions about:

- How the budget should be spent
- Appointment of new staff
- Academy policies
- Academy targets of achievement
- Academy self-review and evaluation
- Provision for children with Special Needs
- Premises development

Working as a team for the benefit of the academy is very rewarding and our Trustees enjoy their involvement in all aspects of academy life. The governing body is made up of people with a diverse range of experience and knowledge together with lots of enthusiasm and commitment to the academy.

The **minimum** time commitment will be:

- A Board of Trustee meeting once a month. All meeting dates are published at the start of each academic year and usually take place on a Thursday at 6.15pm.
- Setting aside time to read papers prior to the meetings.
- Visits to the academy on a regular basis and working proactively for the benefit of the academy community
- Attendance Trustee Training courses
- Maintaining confidentiality at all times

All new trustees are required to take training courses designed to develop knowledge and awareness of the academy's policies and practices, these are usually online. There will also be an 'Induction Meeting' with the newly elected trustees and trustee mentors will be assigned.

How to apply

If you're interested in applying for the role, please complete the candidate form attached and return to our Clerk, Adele Jones, clerktogovs@southwaterinfants.co.uk via the academy office by **Friday 4th October**. Your nomination needs to be supported by the signatures and addresses of two other parents of children also attending the academy.

It would be very helpful if you could also enclose a brief statement of no more than fifty words, giving a few details about yourself and any particular interests or experiences which might be informative to other parents if a ballot needs to be held.

Please note that certain people are disqualified from holding office, details of this can be found on the attached 'Parent Trustee Regulations' document but include if they are an elected member of the Local Education Authority or if they work at the school for more than 500 hours (i.e. for more than one third of the hours of a full-time equivalent) in a school year (at the time of election or appointment). A person is not disqualified from continuing to hold office as a parent trustee when he/she ceases to be a parent of a registered pupil at the school.

All newly appointed trustees will be required to undergo an advanced DBS check and, as we are an academy, will be added as a Company Director on Companies House.

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 this is required.

If you have any queries about this process or would like to find out more about the role contact clerktogovs@southwaterinfants.co.uk. You can also find out more from the National Governance Association <https://www.nga.org.uk/about/become-a-governor-trustee/> or visit our website www.southwaterinfants.co.uk

Yours sincerely



Mrs Christie Cavallo, Headteacher



Mrs Clare Quinlisk, Chair of Trustees

Worthing Road, Southwater, West Sussex RH13 9JH Tel: (01403) 733254

Email: office@southwaterinfants.co.uk | Website: www.southwaterinfantacademy.co.uk | Twitter: @Southwaterinfants

Headteacher: Mrs Christie Cavallo BSc Hons QTS

