



# Quarrydale Academy

Head Teacher Mr T Paling

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Tuesday 21<sup>st</sup> January 2025

Dear Parents/Carers

## Vacancies for parent trustees (Governors)

From time to time we have vacancies for parent trustees on our governing board and I am writing to advise you that currently we would be interested to hear from eligible parents who are interested in putting themselves forward for the role at this time.

### The role of the governing board

The academy's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the academy'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

As a parent trustee, you will work with the board to make sure it effectively carries out the duties referred to above. You will also play a vital role in bringing a **parental perspective** to the governing board, but you are not there to speak 'on behalf' of the parent body.

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 make sure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following although this is not essential:

- analysing performance data,
- budgeting and driving financial efficiency,



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- performance management and employment issues, including grievances.

We seek to recruit and/or develop trustees with the skills to work constructively in committees, chair meetings and to lead the governing body. We would particularly welcome parents who have a background or experience in business, human resources, law or finance.

Our parent trustees serve a four-year term of office (even if your child leaves the school during this time). We meet 3 times a year as a whole governing board and have 2 committees who additionally usually each meet once per term so you would normally be expected to attend 6 meetings per year. Meetings normally take place at 5.30pm. There is an expectation within our code of conduct (copy attached) that each trustee will become a member of a committee and will take on additional responsibilities as a link trustee which is likely to involve visiting the academy up to 3 times a year at a mutually convenient time. All trustees are expected to abide by the Code of Conduct adopted by the governing board.

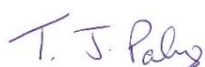
### How to apply

If you are interested in applying for the role, please check you are eligible by reading the enclosed qualifications and disqualification criteria, signing the declaration of eligibility and returning with your application. Please note that this role requires an application to the Disclosure and Barring Service for a criminal records certificate.

Please also complete the candidate form attached and return everything to Mrs A Adamson, [aadamson@quarrydale.notts.sch.uk](mailto:aadamson@quarrydale.notts.sch.uk) or to Reception by **Midday on Tuesday 28<sup>th</sup> January 2025.** Please mark your envelope 'Parent Trustee Nomination'. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you 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 Mrs J Wildsmith (Chair of Trustees), [jwildsmith@quarrydale.notts.sch.uk](mailto:jwildsmith@quarrydale.notts.sch.uk) or Mrs A Adamson (Headteacher's PA) email address above.

Yours sincerely



Mr T Paling  
Returning Officer (Headteacher)

