

23 May 2024

Dear parents and carers,

### Nominations for Parent Trustee

There is a vacancy for a parent trustee to serve on the Caroline Chisholm Education Trust Board. Caroline Chisholm Education Trust is the governing board of Caroline Chisholm School. We are keen to encourage parents and carers of registered students to nominate themselves or others to become part of the Trust Board. Parent trustees are elected by other parents and are a vital part of the governing body.

The Trust Board carries out its role by helping to set the vision for the school and then ensuring that the school works efficiently and effectively towards achieving this vision by building a thorough knowledge of the school and local community, supporting, and constructively challenging the school, and ensuring accountability and compliance.

Reasons to volunteer:

- ✓ Help ensure voices are heard
- ✓ A rewarding experience
- ✓ Leadership development
- ✓ Improve the lives of children and young people
- ✓ Make a difference in the communities we are connected to
- ✓ Build professional skills and networks

Governing within a trust also provides an opportunity for personal development, building your skills and experience in areas such as project management, budgeting, and working as part of a leadership team.

Whilst experience of matters relating to education is useful, you do not have to be an expert on education to be a trustee. What is more important is that you have an ability to build relationships with a range of people, to work as part of a team, to be able to question, and to make connections between different types of information. As a parent trustee, you will need to make a commitment to undertake training and have a willingness to engage in the life of the school. You will need to set aside time to be able to be an effective trustee: time to prepare for meetings, visit the school and undertake training.

Parent trustees serve for a four-year term and continue to the end of the four years even if their child leaves the school in the meantime. Parent trustees are expected to:

- attend trust board meetings: these normally take place around six times a year and are outside school hours

**Secondary:** 01604 344744 **Primary:** 01604 272572 **Website:** [www.ccs.northants.sch.uk](http://www.ccs.northants.sch.uk)

**Principal:** David James **Vice Principals:** Andrew Fisher, Liz Husband, Gary Wakefield

Caroline Chisholm Education Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 7638756 whose registered office is at:

**The Wooldale Centre for Learning, Wootton Fields, Northampton NN4 6TP**

- take part in a committee: meetings are usually held three to four times a year and are held outside school hours
- look at information and evidence on the school's progress and discuss this with executive leaders
- visit the school to see plans working in practice, and listen to the views of staff, students and parents
- undertake induction training and ongoing development

If you would like to find out more about being a trustee, please email your contact details to Cheryl Glover, PA to the Principal [cglover@ccs.northants.sch.uk](mailto:cglover@ccs.northants.sch.uk) and they will be passed on to the Chair of Trustees, who will be more than happy to have a conversation and answer any questions you may have.

If you would like to stand for election as a parent trustee, please complete the enclosed nomination form and hand in to reception FAO Cheryl Glover or email to [cglover@ccs.northants.sch.uk](mailto:cglover@ccs.northants.sch.uk). If you wish to nominate another parent, please obtain their permission first. Also enclosed is declaration of eligibility information to complete and return with your nomination form.

**Nomination forms should be returned by Thursday 13<sup>th</sup> June 2024**

If there are more nominations than vacancies, there will be an election by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

I look forward to hearing from you.

Yours sincerely,



David James  
Principal