

Ref: 2023/JT/JL



13th November 2023

# THE CORBET SCHOOL

*Headteacher Dr Jane Tinker BSc MA(Ed) EdD NPQH*

To: All Parents/Carers of Pupils Registered at **THE CORBET SCHOOL**

Dear Parent/Carer

## Parent Trustee Elections

I am writing to encourage you to consider joining the school's Trustee Body as a Parent Trustee. We are looking for parents/carers to join us in the Trustee Body to help the school move forward. As a Trustee you can assist in the vital role of supervising what happens in school, overseeing the development of new initiatives and having a part in effecting change if necessary. It is a chance to help guide the school as it strives to maintain and improve upon existing standards, as a link between Parents/Carers and Trustees in this time of rapid and significant educational change.

Trustees meet on Mondays at 4pm. There is an expectation that you will be willing to join various sub committees where the real work of school Trustees happens. The full Trustee Body meets twice termly, most sub committees meet once or twice a term.

Do come and join us. Your role is very important to the school, and I urge you to consider nominating yourself as a new Parent Trustee.

For further information or if you would like to ask an existing Parent Trustee about their experiences, please feel free to contact Steve Parry or Jen Palmer, via the Clerk to the trustees, Ms Judith Leach, on [ClerktoTrustee@corbetschool.net](mailto:ClerktoTrustee@corbetschool.net)

Further information is also available on the governors' section of the Corbet School Website [www.corbetschool.net](http://www.corbetschool.net) and the National Governance Association <https://www.nga.org.uk/Governance-Recruitment/Be-a-school-governor-or-trustee.aspx>

Please find attached notice, regulations, and nomination form overleaf for return to the Headteacher by midday, **Monday 27<sup>th</sup> November 2023**.

Yours sincerely

Dr J Tinker  
Headteacher

Company Number: 07721594  
Registered Office: The Corbet School  
Eyton Lane, Baschurch, Shropshire. SY4 2AX  
Telephone: 01939 260296 Fax: 01939 262009  
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## The Corbet School

### PARENT TRUSTEE ELECTION NOMINATION

Please return to the Head, by 12.00 midday on **Monday 27th November 2023** at the latest, late nominations cannot be included in the Election.

I wish to nominate for election as a parent trustee:

Nomination	Full name (Surname first)	Address
1.	.....	..... ..... Postcode.....

*To be signed by the person making the nomination.*

**Signed:** ..... **Date:** .....  
(Nominator)

*A brief personal statement (not more than **100** words) written by the candidate is \*attached/not provided – this will be inserted on the ballot paper (\*please delete as appropriate).*

*To be signed by the nominee (if different from above).*

I declare that I have a child on roll at the school and am eligible and willing to serve as a parent trustee should I be elected.

**Signed:** ..... **Date:** .....  
(Nominee)

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*Headteacher Dr Jane Tinker BSc MA(Ed) EdD NPQH*

To: All Parents/Carers of Pupils Registered at **THE CORBET SCHOOL**

Dear Parent/Carer

## **NOTICE OF PARENT TRUSTEE ELECTION ARRANGEMENTS - Request for Nominations**

The Constitution of the School's Trustee Body allows for the appointment of two parent trustees, appointments are made by election. The number of vacancies to be filled on this occasion is **ONE**. I should be pleased to receive nominations for vacancies on the tear off slip provided and in accordance with the following notes:-

1. Only parents who have/will have children registered at the school on Monday, 18th December 2023 are eligible to stand for election or make a nomination. The other eligibility rules, which should be read carefully, are printed overleaf.
2. Candidates may nominate themselves.
3. Candidates are entitled and encouraged to submit a brief personal statement (not more than 100 words; anything more than 100 words will not be accepted) giving autobiographical details and such other information and views as they see fit, except information indicating that they are endorsed or supported by any group or association.
4. Each parent may submit a nomination for each of the vacancies to be filled. Nominations and statements, where made, must be returned to me by 12.00 midday, on **Monday, 27<sup>th</sup> November** at the latest. **Late nominations cannot be included in the election.**
5. Candidates must signify, in writing, their willingness to stand.
6. The term of office of a parent trustee is four years from the date of appointment. Parent trustees are not disqualified if their children leave the school before the end of this four year period. The successful candidate will commence their term at the next Trustee Body meeting, **Monday 18<sup>th</sup> December 2023**. There are six main trustee body meetings per year, on Mondays at 4pm at the end of each half term and also sub-committee meetings.

If more nominations than vacancies are received, voting will take place week beginning Monday, 4th December 2023. The distribution of ballot papers detailing the candidates involved will be done on Thursday, 30<sup>th</sup> November 2023. Completed ballot papers must be returned to the Head by Midday on Monday, 11<sup>th</sup> December 2023 at the latest. Ballot papers received after this time/date will not be accepted.

Yours sincerely

Dr J Tinker, Headteacher

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## QUALIFICATIONS AND DISQUALIFICATIONS

Schedule 6 of the Constitution Regulations covers the qualifications and disqualifications of trustees.

A trustee must be aged 18 or over at the time of his or her election or appointment and cannot be a registered pupil at the school. A person cannot hold more than one trusteeship at the same school.

A person is disqualified from holding or from continuing to hold office as a trustee or associate member if he or she:

- is detained under the Mental Health Act 1983 during his or her period of office;
- fails to attend the 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 officio trustees);
- is subject to a bankruptcy restriction order or an interim order;
- has had his or her estate sequestrated and the sequestration order has not been discharged, annulled or reduced;
- is 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);
- has 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 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
- is included in the list of people considered by the Secretary of State as unsuitable to work with children;
- is disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002;
- is disqualified from registration for childminding or providing day care;
- is disqualified from registration under Part 3 of the Childcare Act 2006;
- has 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;
- has received a prison sentence of two-and-a-half years or more in the 20 years before becoming a trustee;
- has at any time received a prison sentence of five years or more;
- has 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;
- refuses to allow an application to the Disclosure & Barring Service for a criminal records certificate.

## THE LAW

The Education Act 2002: Sections 19 and 20

The School Governance (Constitution) (England) Regulations 2007: SI 2007/957

The Education Act 1996: Section 576 (1), (3) and (4), read together with the Education Act 2002: Section 212(2), gives a definition of “parent” (see also the definition of parent in the Constitution Regulations)

The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007: SI 2007/1289

The School Governance (England) (Amendment) Regulations 2012: SI 2012/421

<http://www.legislation.gov.uk/uksi/2012/1034/contents/made>

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Definition: The “Parent”, in relation to any child or young person, includes any person who is not a parent but who has parental responsibility for or who has care for the child or young person.

“Parent Governors” means the Governor(s) appointed pursuant to the Academy Articles 53 to 58 inclusive (2011).

From 1<sup>st</sup> April 2002 – all new or re-appointed/elected trustees are required to undergo a check by the Disclosure & Barring Service (DBS); the Head will arrange this for the successful candidate(s). Trustees will only be prevented from serving if they would be disqualified under any of the areas listed above.