

# ALEC REED ACADEMY

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Acting Principal and CEO: Phil Cosby



25<sup>th</sup> January 2022

Dear Parent/Carer

A vacancy has arisen for a Primary Parent Trustee on the Alec Reed Academy Board of Trustees.

I set out below further details in relation governance at the Academy and of the role of parent trustee.

Please note that the term governor and trustee are interchangeable, however as a single academy trust, we use the term trustee.

## The role of the Board of Trustees

The Academy's Board of Trustees 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.

## 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.

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 Board of Trustees delivers effective governance

## Expectations of trustees

- Attendance at meetings: The Full Board meets four times a year with meetings commencing at 4.15pm and usually ending by 6pm, although they may finish later on occasions. Recently these have been carried out on Zoom but it is hoped that this will move to face to face meetings over the coming months.
- There are also sub committees which meet between two and four times per year in addition to the Full Board.
- Maintaining confidentiality
- Committing to training
- Visiting the school

*'The Collins PiXL Award for Outstanding Progress'* National Award Winners 2014



If you are interested in applying for the role, you can download an application pack [here](#)

The closing date for receipt of completed applications is **4pm on Monday 7<sup>th</sup> February 2022.**  
If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

Yours sincerely,

**Rachel Lewis**  
**Governance Professional & Clerk to the Board of Trustees**