

## **Firthmoor Primary School**

Ingleby Moor Crescent, Darlington, DL1 4RW

Tel: 01325 244001 • Fax: 01325 244555

Email : [admin@firthmoor.org.uk](mailto:admin@firthmoor.org.uk)

Website : <https://www.firthmoor.darlington.sch.uk>

Headteacher – Mrs H Ashton



### **Vacancy Letter to Parents**

Friday 4<sup>th</sup> October 2024

Dear Parents and Carers,

We have a Parent Trustee vacancy which we need to fill as soon as possible. Firthmoor Primary Academy has always aimed for a partnership with parents which undoubtedly brings great benefits to the children. One of the most significant ways you can help in promoting this aim is to volunteer to be a Parent Trustee.

The Trust Board's main tasks are:

- to ensure that the Academy has a clear vision, ethos and strategic direction;
- to hold the Head Teacher to account for the educational performance of the Academy and its pupils;
- to oversee the financial performance of the Academy and making sure its money is well spent.

Parent Trustees are welcomed as valued members of the team and play a vital role in ensuring the Trust Board is aware of the views of parents and the local community. We feel sure that there are parents prepared to take on this important role and give their time and commitment to helping us to continue to improve the Academy's performance.

Training and support will be available to help you develop into the role. This will include in-house mentoring and support as well as access to external trustee training from Governor Support at Gateshead Council.

Our Trust Board expects Trustees to:

- attend 4 Trust Board Meetings a year
- visit the Academy formally for monitoring purposes at least once a term
- commit to attend training courses, and undertake additional independent research as required to ensure you are able to function efficiently as a Trustee.

If you feel you can help in this capacity please complete the attached nomination form which will need to be returned to the main school office by the closing date on Friday 25<sup>th</sup> October. If you have any questions about the role of a trustee then please contact the school office to speak to myself or the Head Teacher.

Please be aware that there is a restriction on the number of Trustees that are classed as a Local Authority Associated Person (LAAP) which is no more than 19.9%. An LAAP is defined in the Local Government and Housing Act 1989 Section 69 as follows:

"For the purposes of this section, a person is at any time associated with a local authority if—

- (a) he is at that time a member of the authority;
- (b) he is at that time an officer of the authority;
- (c) he is at that time both an employee and either a director, manager, secretary or other similar officer of a company which is under the control of the authority; or
- (d) at any time within the preceding four years he has been associated with the authority by virtue of paragraph (a) above."

We are therefore asking you to tell us on your nomination form whether you are an LAAP. Please be advised that if you declare as an LAAP, your successful election may be affected by the number of LAAPs on the Trust Board at the time the election closes.

If there are more nominations than vacancies, we will hold a ballot which will close on Friday 15<sup>th</sup> November and you will be sent a voting paper in due course. We reserve the right to elect additional parent Trustees subject to any restrictions in our Articles of Association.

If successfully elected

The Academy Trust Handbook states that:

*"all academy trust members, trustees and individuals on any committees including local governing bodies are required to have an enhanced criminal records certificate from the Disclosure and Barring Service (DBS). Trusts must [also] ensure that their members are not currently subject to a direction made under section 128 of the Education and Skills Act 2008, which prohibits individuals from taking part in academy trust management, and that they do not appoint as a member, a person who is currently subject to a section 128 direction."*

Failure to apply for a DBS check and section 128 check in a timely manner can result in disqualification and removal from the Trust Board.

We will also give you our privacy notice for Trustees that explains what personal information we collect and how we process it.

Yours sincerely

Nicola Hill  
Returning Officer, on behalf of the Head Teacher  
Firthmoor Primary Academy

Firthmoor Primary School is an exempt charity. It is a company limited by guarantee.  
Registered in England and Wales with company number 8027879. Registered office as above.