



Dear Parent/Carer,

## **PARENT TRUSTEE ELECTION**

We currently have a vacancy for a parent trustee on our Trust Board. I am therefore writing to invite you to stand for election as a parent on the Board of The Olive Tree Primary School.

No special qualifications are needed, and the most important thing is to have a keen interest in the school and to be prepared to play an active part in the Trust Board's work. There is a required time commitment of 5 – 8 hours per month to read important paperwork and attend meetings and this is a voluntary (unpaid) role. Training is available for all Trustees and the Trust has an expectation that those new to being a Board member undertake induction and safeguarding training.

Principles, personal attributes, skills and knowledge are all important for governance roles at academy trusts. Candidates should be able to demonstrate they possess the qualities that enable them to use their skills and knowledge to function well as part of a team and make an active contribution to effective governance. More details about the competencies required for good governance are available in the Department for Education's Governor Competency Framework, [here](#). Trustees are expected to abide by the Nolan Seven Principles of Public Life – which can be found [here](#). The enclosed sheet summarises the circumstances under which someone cannot serve as a trustee.

**Head of School: Mrs Z Patel**

Adelaide Street, Bolton. BL3 3NY

T: 01204 322370 | E: [admin@theolivetreeprimary.com](mailto:admin@theolivetreeprimary.com) | W: [www.theolivetreeprimary.com](http://www.theolivetreeprimary.com)

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**Please note:**

- If a candidate's application or subsequent conversations give the Trust any cause to doubt that the candidate would uphold the Nolan Seven Principles of Public Life once in post, then The trust reserves the right to exclude them from the pool of candidates.
- Candidates who possess a prior personal or professional connection to the trust should make the trust aware at the earliest stage of their nomination.
- Candidates should live within a reasonable travelling distance of the trust and/or have a link with the region. Candidates that are not routinely domiciled in England are not considered eligible.

Nominations must be from parents, or individuals exercising parental responsibility, of a child at the school. If you would like to stand for election please complete both the enclosed nomination form **and** candidate's statement and return it to the school marked 'For the attention of the Clerk to the Trustees' by **no later than Friday 25<sup>th</sup> November 2022**. You will need to include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. If there are more nominations than vacancies the election will be by a ballot.

Further information about the ballot procedure will be provided once nominations have been received by the deadline of Friday 25<sup>th</sup> November 2022.

Yours faithfully,



Abdul Chohan

Chair of Trustees

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## Parent Trustee Election Disqualifiers

### Qualifications and disqualifications to serve as a trustee

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee. A person shall be disqualified from holding office or continuing to hold office as trustee if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

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