

24 May 2023

Dear Parent/Carer

PARENT TRUSTEE

We currently have a vacancy for a Parent Trustee, a member of the Trust Board representing all schools in the HISP Multi Academy Trust, not one school in particular. We are seeking a high-calibre, dynamic and committed individual to strengthen our Trust.

As a Trustee, you will play a strategic role, ensuring we have a clear vision, ethos and development plans that are being delivered against. You will help set goals for the schools; monitor progress, supporting and challenging staff to ensure they are delivered. You will ensure that our communities are positively engaged.

You will be part of a team committed to delivering great educational outcomes, improving the lives and future prospects of young people. We provide continuous support with access to training and advice. You will also have opportunities to share learnings with colleagues across the Trust and beyond.

We expect our Trustees to attend regular full board meetings throughout the year (usually bi-monthly), to attend committee meetings, and to undertake school visits occasionally. There are plenty of opportunities for further involvement, including school events. Being a Trustee is a commitment and a responsibility but offers you the chance to see first-hand the impact you can make in improving education for our children. It also provides personal development opportunities to you and experience in a non-executive role.

All parents or carers of registered pupils at HISP Multi Academy Trust at the time of the appointment are eligible to become Parent Trustees. There is no requirement for you to have an understanding of the education system, just the necessary skills, character and time to contribute. We want to embrace a diverse governance community but are always keen to engage with individuals with professional knowledge in areas such as education, finance, human resources, legal, marketing and public relations, property and estates management, and organisational change. Whatever your professional background, your skills could transform a school.

All governors need a Disclosure and Barring Service check before they start. You must be over 18 and living in the UK.

Our mission, as HISP Multi Academy Trust, is to empower learners to achieve and succeed by putting them at the heart of everything we do. Our values are aspirational; self-improving; inquisitive; supported; connected. If you share our values and feel you can offer valuable skills and experience, we would like to hear from you.

If you would like to apply, please complete the attached form and return it to: d.kaye@hispmat.org. Written application forms can be returned to the school Office, marked for the attention of the Clerk to the Trustees. Please note, so that we make the candidate statements fair and appropriate to operate across all schools, there needs to be no explicit mention of, or reference to, any particular school.

The deadline for the return of applications is: **Friday 16 June 2023**.

In the event that we receive more applications than there are vacancies, a secret ballot will be held.

If you have any queries about this process or would like to find out more about the role, please contact d.kaye@hispmat.org.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Parr', with a long horizontal flourish extending to the right.

Andrew Parr
Chair of Trustees

Trustee Application Form

Personal Details

First Name(s)	Surname
Title	Previous Names
Address	Postcode
Email address	Telephone
Date of birth	

Have you been a trustee or governor before? If so, please give details.

Vetting

The HISP Multi Academy Trust must apply for an enhanced criminal records certificate for any trustee who does not already hold one. They must do this within 21 days of your appointment. "Spent" criminal records and other relevant information may legitimately be disclosed when individuals are involved with schools. If you are aware of any information which may be disclosed, you may wish to discuss its relevance with the Clerk to Trustees in advance of your application.

Please note: the following section will form the election statement if one is necessary.

If this information is used as an election statement, the name of the school your child attends will be removed, in order to make the election as fair as possible.

Experience, skills and interests

Please give details of any experience, skills, abilities and interests you have that will benefit the Trust in your role as a Trustee.

Maximum number of words for an election statement is 500 words.

Referees

Please provide contact details for two referees. These can be business or personal references but must not be related to you.

Referee 1	
Name in full	
Occupation	
Connection to Applicant	
Address	
Email	
Phone	

Referee 2	
Name in full	
Occupation	
Connection to Applicant	
Address	
Email	
Phone	

Disqualification Criteria

The following text summarises the qualification and disqualification regulations which can be seen in full at <http://www3.hants.gov.uk/education/governors/school-governor-application.htm>

Please contact the Clerk to Trustees, Mrs D Kaye at d.kaye@hispmat.org if you think you may be affected.

A trustee must be aged 18 or over at the time of their election or appointment. A person cannot hold more than one post at the same school.

A Person is disqualified from holding or from continuing to hold office as a trustee if they:

- have failed to attend meetings for six months;
- are bankrupt;
- are subject to a disqualification order or disqualification undertaking under companies legislation or an order concerning insolvency;
- have been removed from the office of trustee for a charity on grounds of misconduct or mismanagement or from being concerned in the management or control of any body;
- are included in the list of those considered by the Secretary of State as unsuitable to work with children;
- are subject to a direction of the Secretary of State under section 142 of Education Act 2002;
- are disqualified from working with children or from registration for child minding or providing day care;
- have 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 governor or since becoming a governor;
- have received a prison sentence of 2.5 years or more in the 20 years before becoming a governor;
- have at any time received a prison sentence of five years or more;
- have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a governor;
- refuse to make an application for a criminal records certificate.

Data Protection

The information that you provide on this form will be held on a computerised database maintained by the data controller (HISP). The data collected, controlled and processed is in line with current data protection legislation. Data will be shared with the Department for Education and any other body involved with the recruitment or support of trustees in Hampshire.

Declaration

I have read the summary of regulations above and confirm that I am not disqualified from serving as a trustee and that, in the event that I am appointed, I will notify the Clerk to the Trustees immediately should I become disqualified during my term of office. I understand that it is an offence to serve as a trustee whilst disqualified.

I agree to the information given on this form being recorded and used by the trust in accordance with the current data protection legislation and confirm that it is correct and complete to the best of my knowledge and belief.

Signed:

Date:

Clerk's use only

HISP MAT:

The person named on this form has been appointed a trustee of the trust and their proof of identity has been checked.

Type: Trustee

Date of appointment:

Date: