

**CHIEF EXECUTIVE OFFICER**

Isabelle Linney-Drouet

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Dear Parent or Guardian

Application for a Parent Trustee of Future Schools Trust (the Trust)

I am writing to inform you that a vacancy has arisen on the Board of Trustees for parent/guardian members. We are currently inviting applications from suitably skilled parent/guardians who are interested in taking up this exciting, strategic role that will help shape the future of the Trust and its academies.

What is the Board of Trustees?

The Board of Trustees (the Board) is the accountable body for the general control and management of the administration of the Trust. The Board must act as a group and is responsible for the performance of all academies within the Trust and as such must:

- ensure clarity of vision, ethos and strategic direction
- hold the executive to account for the educational performance of the schools and their pupils, and the performance management of staff
- oversee the financial performance of the Trust and make sure its money is well spent

and to ensure the voices of stakeholders are heard.

What is a Trustee?

Trustees are responsible for governing a charitable company and directing how it is managed and run. As a Trustee of the Board, you will collectively assume responsibility for the strategic direction, broad policy framework, and oversight of the Trust and all its academies. Trustees take decisions that are in the best interests of the Trust as a whole and are not representative of any one of the constituent academies.

Trustees are both charity trustees and company directors. Trustees are bound by charity and company law and must also ensure their decisions comply with the Trust's funding agreement and the Academies Financial Handbook.

Trustees must also ensure that the trust complies with all legal and statutory requirements. Trustees should seek the advice of the board's governance professional and other professional advice as appropriate.

Being a Trustee is a challenging but hugely rewarding role. It will give you the chance to make a real difference to young people, give something back to your local community and use and develop your skills in a board-level environment.

What is the time commitment?

This hugely rewarding role is unpaid and involves at least 3 Board meetings and possibly 3 committee meetings of around 2 hours each, per academic year as well as training sessions and meeting preparation time. You can therefore expect to spend a minimum of 6 – 8 hours a month during term time.

In addition to becoming a Trustee of the Board, you will normally be asked to join one of the Trust's committees (either Performance and Standards or Finance and Audit) depending on your skills set and experience.

What skills or qualifications will I need?

Schools need and benefit from a range of professional knowledge on the board. As a priority, the Trust is currently seeking trustees who have some of the following skills, qualifications or experience at senior level:

1. inspection and oversight in the education sector
2. understanding of special education needs and disabilities (SEND)
3. understanding of safeguarding in the education sector
4. financial planning and accounting
5. health and safety and property management
6. strategic planning/problem solving

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However, the trust would also be interested to hear from candidates who are experienced or skilled in the following areas:

1. leadership, motivational and change management
2. project management, contracting services, purchasing and/or negotiation
3. research and statistics/ data analysis
4. HR including employment legislation, recruitment, performance management and pay
5. experience of marketing, media and PR
6. chairing a board/governing board or committee
7. charity law and governance

Whilst there is no requirement for all applicants to have an understanding of the education system, the Trust is committed to appointing high calibre trustees who will be able to both challenge and support the Trust and its schools.

How long will I be a Trustee for?

Your term of office will be for four years from when you are elected (even if your child leaves the school in that time). However, you can resign at any time during your term of office and you can be re-elected at the end of your term of office if you are still eligible.

Nominations

Nominations must be from parents or carers with at least one registered child at one of our schools on the day that nominations close.

If you would like to stand for election, please complete the enclosed nomination form and return it to the Trust clerk either by email (frances.sharp@futureschoolstrust.com) or dropped into one of the Trust's school receptions by 4.00 pm Friday 21st May 2021 marked Private & Confidential. We ask you to include a short personal statement to support your nomination that should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent.

What happens next?

The Trust will review all applications and shortlist those candidates who are able to fill the skills gap of the existing trust Board, as per its recent skills audit. If you are successfully shortlisted, your application will then be shared with parents and guardians as part of the subsequent election process, so that they can make an informed decision on who to vote for.

If the number of applications that are shortlisted are equal to (or less than) the number of vacancies, there will be no need to hold a ballot and those members will be appointed to the Trust board. If a ballot is necessary, we will contact parents and guardians with further information on how to elect a candidate.

Future Schools Trust board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for all our students. If you believe you may have the necessary skills, character and time to contribute, there is plenty of training available to help you learn about education.

Future Schools Trust is committed to safeguarding and promoting the welfare of all. All Trustees will be required to undertake an enhanced DBS clearance and will be required to complete training to support the role.

If you have any queries regarding this process, or would like to discuss further, please contact the Trust clerk (frances.sharp@futureschoolstrust.com).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet'.

Isabelle Linney-Drouet
Chief Executive Officer