



Horsforth School

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Headteacher: Dr P C Bell

Our Ref: PCB/RE/TRH

December 2024

Dear Parent/Carer,

The Trustee Board currently has a vacancy for a parent Trustee to serve for a period of up to 4 years.

Joining the Trustee Board offers you the opportunity to make a real contribution to the life and work of the School. This is a challenging role with a strict set of requirements. Trustees play a key role in the leadership of the School and the raising of standards including the appointment of key staff, overseeing the budget and monitoring progress in the curriculum. Being a Trustee can be very rewarding and will provide you with the opportunity to work as part of a team and gain new skills; full training and support is available from the National Governance Association (NGA) through the Local Authority and the School.

The Trustee Board would in particular welcome nominations from individuals with the skills or experience in Health and Safety.

You may find the Government's Academy Trust Governance Guide useful <https://www.gov.uk/guidance/governance-in-academy-trusts>

If you are interested, please email Tracy Hartley, Clerk to the Trustee Board, no later than **Wednesday 11th December 2024** who will arrange a meeting with us to discuss the role in more detail and explain the election process. The meeting will take place w/c **16th December 2024** (date and time to be confirmed) Tracy's email address is hartletr01@horsforthschool.org.

I look forward to hearing from you soon.

Yours faithfully,

Dr P C Bell
Headteacher

Rosemary Edwards
Chair of the Trustee Board

'Opportunity and achievement for all'