



Horsforth School

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Headteacher: Dr P C Bell

Our Ref: PCB/RE/TRH

July 2022

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 Local Authority and the School.

The Trustee Board would in particular welcome nominations from individuals with the skills or experience in Human Resource Management, Accountancy or Education.

The attached Governance Handbook and Competency Framework for Governance will provide you with more information about the role and responsibility of a Trustee. All Trustees need to meet the requirements of the Competency Framework.

If you are interested, please email Tracy Hartley, Clerk to the Trustee Board, no later than Thursday 21st July 2022 who will arrange a remote meeting with us to discuss the role in more detail and explain the election process. The meeting will take place w/c 5th September 2022 (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'