

Mail: info@cleves.co.uk
Web: www.cleves.co.uk
Tel: 01932 224300
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Cleves School
Oatlands Avenue
Weybridge
Surrey
KT13 9TS

Headteacher: Mr C. Hodges

9th March 2022

Dear parents and carers,

Parent Trustee Vacancy at Cleves – Can You Help?

Would you like to support your child's school at a strategic level? Do you have an interest in education and an enquiring mind? Do you have time to commit to attending meetings and fulfilling governance requirements?

If so, please read on ...

We have a vacancy for a parent trustee to join our team. Although schools now have a choice as to whether or not to appoint parent governors, and Cleves' Board of Trustees has several members who are parents, we believe it is important to give parents themselves a say in who is on the school's Board of Trustees.

The Board's main responsibilities are:

- to ensure that the school has a clear vision, ethos and strategic direction;
- to hold the headteacher to account for the educational performance of the school and its pupils; and
- to oversee the financial performance of the school and make sure its money is well spent.



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Parent trustees' role is to be a representative parent, not to canvas or represent other parents' views. They are full members of the team and are able and expected to take on any responsibilities. No prior experience of governance is necessary and we all come from different backgrounds, so all we ask in advance is that you are interested in helping Cleves to provide the best education possible from a strategic (not operational) perspective and that you have some time to give to this. A term of office is four years.

In practical terms, we expect everyone to:

- be able to attend meetings regularly: the Board itself generally meets twice a term in the evening. We also expect everyone to sit on one of the two committees which meet once or twice a term, and possibly also to sit on one of the ad hoc or more specialist committees
- be willing to take on an individual role. This entails informing yourself about the subject; having a meeting with school staff once or twice a year and reporting back to a committee
- undertake induction training and then to undertake at least one piece of training a year, e.g. listen to a webinar.

We have 13 trustees at present and I like to think that we are a friendly and welcoming group, who nevertheless take our responsibilities seriously.

If you are interested in putting yourself forward but are not sure, you might find it helpful to talk to an existing trustee – their names are all on the school website – or to our clerk, Moya Tytherleigh; our headteacher, Chris Hodges, or to me (chair@cleves.co.uk). If you decide to apply then please contact reception for an application form, and return it by 12.00 noon on Friday 18th March 2022.

If there is more than one applicant for our vacancy then we will hold an election so that parents can vote. We will provide more information about this should the need arise. If there is only one applicant then we would propose to appoint them



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without a vote. Please note that for the protection of children all appointments are subject to a DBS check.

Yours sincerely

A handwritten signature in black ink, appearing to read "Susan Foster".

Susan Foster
Chair of the Board of Trustees

