



WOODBROOK VALE SCHOOL

HEADTEACHER: Rachael Fraser MA, BA (Hons) NPQH
Grasmere Road, Loughborough, Leicestershire, LE11 2ST

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November 2025

Dear Parent/Carer

I am writing to let you know that we have a vacancy on our Governing Board and to invite parents who are interested in becoming a school trustee (governor) to put their names forward.

The role of a trustee focuses on three areas:

1. Vision / Ethos (values) – one that values every child
2. Ensuring that the school provides excellent Teaching and Learning for all children
3. Ensuring that the money the school receives is used as well as possible in achieving this.

The Governing Board works together as a team. If you become a trustee you would be expected to attend six Full Governing Board meetings per year and three committee meetings, plus have an area of focus individual to you as a trustee.

If you feel you can contribute to this oversight and leadership, please consider becoming a Parent Trustee. I am very happy to discuss the role with any interested parent - if you would like to discuss this contact me at gavin.brown@wbvs.co.uk.

If you wish to stand for election as a Parent Trustee you should complete the attached form and return it to the main reception at school via your child. Completed nomination forms must be returned to the school by midday on Wednesday **19th November 2025**

You should ensure that you are eligible to serve as a Parent Trustee. Information about eligibility and how to stand for election are on the attached nomination notes.

Any queries relating to the election process should be made to the Headteacher who is the returning officer for the election.

Yours faithfully

Gavin Brown
Chair of Trustees



Election of Parent Trustee - Nomination notes

Eligibility

1. You must be the parent of a registered student at the school.
2. You are not eligible to be a Parent Trustee if you are disqualified by the regulations that are summarised on the back of this letter informing you of the election (Academies: qualifications and disqualifications to serve as an academy trustee). Please note that all trustees of the Woodbrook Vale School Governing Board are trustees of the charity and directors of the company that form the legal basis for Woodbrook Vale School.
3. Please note that for the protection of children, all trustee appointments are subject to a declaration of eligibility and an enhanced Disclosure and Barring Service check.

How to stand for election

4. If you wish to stand for election as a Parent Trustee please complete the attached form.
5. If there is more than one nomination we will ask you to provide a short personal statement (not more than 200 words) about yourself for circulation to voters.
6. Completed nomination forms must be returned to the school by midday on Wednesday **19th November 2025** You may if you wish post the form to the school but it must be with the Headteacher by this date.



Academies: qualifications and disqualifications to serve as an academy trustee

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee.

A person shall be disqualified from holding office or continuing to hold office as trustee/local committee member if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that her/his office be vacated;
- s/he has been declared bankrupt and/or her/his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;

s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or

- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

(Note: the latter check will be undertaken by the school on behalf of the successful candidate)



Nomination Form for the Election of a Parent Trustee Woodbrook Vale School

To be completed by the candidate:

I wish to stand for election as a Parent Trustee of the Woodbrook Vale School.

Name: (please print) _____

Address: _____

Telephone number: _____

Email address: _____

Signature: _____

This form must be returned to the school for the attention of **Kerry Miller** by midday on Wednesday **19th November 2025** at the latest.



Registered Office:
Woodbrook Vale School, Grasmere Road, Loughborough, Leicestershire, LE11 2ST
Company Registration No: 7671486

