

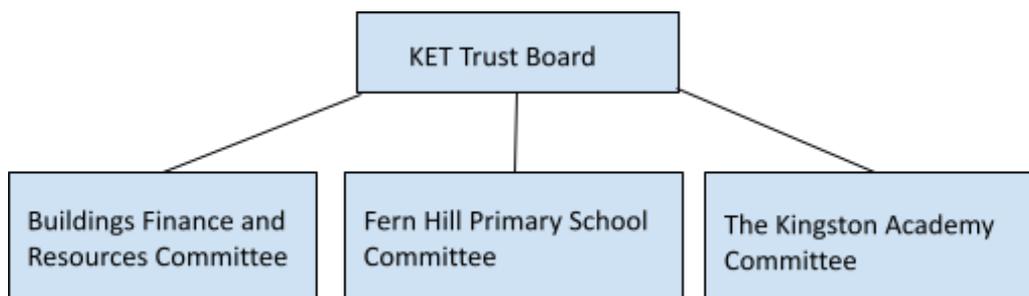


28 January 2022

Dear Parents,

I am writing to invite nominations for the position of Parent Trust Associate, to join the Fern Hill Local Academy Committee.

As you will be aware, Fern Hill academised and joined Kingston Educational Trust (KET) on 1st January 2022. As a result, school governance has been restructured, with the move away from the local authority and the maintained school model. KET is now responsible for both The Kingston Academy and Fern Hill Primary School and has created two 'Local Academy Committees' which report to its board (see diagram below) to support and challenge each of its two schools. 'Trust Associate' is the new term used to describe those who will serve on these committees. Key areas of focus for the committees are progress against the priorities set out in the School Development Plan, safeguarding, pupil welfare, outcomes and community liaison.



Two elected parent Trust Associates sit on each of the school committees. At Fern Hill, the two parent governors carried forward their roles into the new committee, but as one of the governors is close to the expiry of the 4-year term of office, they have decided that this would be a good time to hand over to a new parent.

The opening chapter of the Department for Education's [Governance Handbook](#) 'Effective Governance' provides a good introduction to the role, together with this [Structure and Role Descriptors](#) (see the section on local governing bodies pages 21-22).

As a parent, the elected Trust Associate will bring an important perspective and insight to discussion and decision-making, but will not be representing the parent body. In common with all those involved in governance and whatever their background and interests, the Trust Associate will be expected to act in the best interests of the school and its pupils at all times. It is important that nominees are aware of and in agreement with [KET's Principles and Values](#) and appreciate and understand the commitment necessary for the role. All Trust Associates are expected to sign a Code of Conduct annually which sets out expectations and a copy can be found [here](#).

Trust Associates will need to be available for half-termly committee meetings, plus additional ad hoc meetings and an annual Development Day (usually held on a Saturday in June) with time set aside to review papers and prepare, attend training and engage with governance and education updates. Initial induction and safeguarding training is provided. Meetings currently take place between 5.00-7.00pm on Monday evenings. However, these timings will be kept under review to ensure they best suit the majority of those attending meetings and some flexibility may be required.

Any person with parental responsibility or care for a pupil at Fern Hill Primary School is eligible. If you would like to stand for election please complete the nomination form [here](#), including a personal statement. This should be no longer than 300 words, outlining why you are interested in the role, the contribution you feel you could make, and the skills and any experience you are able to bring. Completed forms must be submitted by **12 noon on Friday 11 February**. The appointment will be subject to satisfactory DBS and other checks, and details of disqualification from acting are linked in the application form.

If there is only one nomination that parent will automatically be appointed. If there is more than one, the personal statements will be shared with parents and an election will be held by a secret ballot. In the interests of ensuring a fair and equal process, canvassing in any form is not permitted.

This is an interesting and rewarding role, which will provide insight into and experience of school leadership at a strategic level and I encourage you to consider putting yourself forward. If you would like to discuss the role further or have any questions, please feel free to contact us via Francesca Lee, governance professional for Fern Hill email: [flee@kingstoneducationaltrust.org](mailto:flee@kingstoneducationaltrust.org). We very much welcome your interest in serving as a Trust Associate.

Yours faithfully,



**Sean Weston**  
Chair, Fern Hill Local Academy Committee



**Graham Willett**  
Chair, Kingston Educational Trust