



Date As Per Postmark

Hello,

Thank you for your interest in the position of Trustee for the Castleman Academy Trust.

We have been working on the premise for the current year that we were likely to expand in size. Therefore, we haven't replaced Trustees as they have resigned, hoping to attract Trustees from those schools interested in joining us. We now have three vacancies on our Board which we are looking to fill.

The Trust is committed to ensuring those schools coming into the organization have a real and tangible input into the future structure, feel and work of the Trust. To that end, we cannot be certain about what shape the Board will take if and/or when our group is finalised. In order to ensure flexibility and an ability to be responsive to any outcomes of the consultation, we are suggesting we co-opt, for a year, three Trustees to provide support to the Trust as we expand and develop.

This is an ideal opportunity to gain an accurate and real understanding of how the Trust works. We look for Trustees to fulfil gaps in our expertise as we find from our annual skills matrix audit. At present, we are looking for people who have educational expertise, particularly at Secondary level and marketing. If you have skills and expertise to offer in these areas, please consider applying to become a Trustee with us.

Becoming a Trustee requires commitment and time investment, although the benefits in making an impact upon the outcomes of all those who are involved with our schools make this a worthwhile undertaking. In joining our team of Trustees you will work with likeminded people who are keen to develop and further strategic planning to ensure that pupils receive the best support and preparation for the next step in their educational path, staff are looked after and continually developed to deliver outstanding learning experiences and that parents and our local community see our schools as the first choice.

In developing and monitoring the strategic delivery for the Trust, the Trustees work within our core values of Respect, Independence, Creativity and Inclusion and have central responsibility for the finances, human resources and health and safety across all our schools. We also work with School Standards Boards (local Governors) within each school who, under guidance of the Trustees, have delegated responsibility for development plans, standards and progress.

From a formal time commitment perspective, the full Trust Board meets once every half term and there are also both Finance and HR committee meetings either one or twice each term. In addition there are publications and documents to review throughout the year and in preparation for the regular meetings. Induction into the role is provided through training support and of course, other Trustees are on hand alongside our Chief Executive Officer and Governance Operations Director.

I should point out that there are a number of circumstances that disqualify an individual from serving in school governance. One requirement is that all individuals at appointment or re-appointment should be subject to a criminal record check from the Disclosure and Barring Service. If elected, you would be asked to declare any convictions or bind-overs you may have incurred, including any that would be regarded as "spent" under the Rehabilitation of Offenders Act, 1974. Your appointment would then be confirmed once satisfactory clearance has been received.

If you would like to apply for the position of Trustee, in order to ensure eligibility regarding other areas, you are asked to complete the attached Declaration Form as well as the Application Form, returning both to Broadstone First School in an envelope marked 'Castleman Academy Trustee Vacancy' addressed to 'Governance Operations Director'.

Should you wish to discuss the role further, please feel free to contact me on [07870 630307](tel:07870630307) and I will be happy to answer any questions.

Yours sincerely,

A handwritten signature in black ink that reads "Steve". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Steve Churchill,
Chair of Trustees
Castleman Academy Trust