KIRBY MUXLOE PRIMARY SCHOOL
Barwell Road, Kirby Muxloe, Leicester, LE9 2AA
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www.kmprimary.org

Friday 6th December 2026

Dear Parent / Carer

Nomination for Parent Trustees

There is a further Parent Trustee vacancy on the School's governing body, the Academy Trust Board. We are very keen to encourage parents and carers of registered pupils to nominate themselves to become part of our governing body.

Parent Trustees are elected by other parents and are vital to our governing body. They share equally with other Trustees the duty of carrying out the governing body's wide range of responsibilities. Trustees do not run the school day to day, as their role is at the strategic or policy-making level in the school. They ensure that the headteacher performs his responsibilities for the educational performance of the school and ensure the sound, proper and effective use of the school's financial resources. You do not have to be an expert on education to be a school Trustee, and we value the experience and skills that all Trustees bring to the role. However, you will be expected to demonstrate skills and experience that will enhance governance at the school, a commitment to undertake training and a willingness to engage in the life of the school and its strategic development, over and above merely attending meetings.

We welcome applications from parents who can offer some of the following skills/experience:

- A financial background, links with the local community, links with local businesses, beneficial workplace experience, management skills, or committee experience.

But above all applicants should have:

- A passion for the school, a passion to support the Journey to Excellence and
- Time!

Being a Trustee does take up time. There are five/six Trust Board meetings each year. Some Trustees will serve on the Resources Committee and/or Curriculum and Standards Committees which meet once or twice a term and some will join one of the smaller task-focused Working Groups. You will need to set aside time to be able to be an effective Trustee: time to prepare for meetings, for visiting the school and to undertake training.

If you join our Trust Board you will serve for a four year term and you can continue to the end of the four years even if your child leaves the school.

If you would like to take the opportunity to put yourself forward as a candidate please contact the school and request a physical or digital application pack which will contain further information along with a parent Trustees election form. Please complete and return the election form to the School Office by 10am on **Monday 23rd November 2026.**

If there are more nominations than vacancies the election will be by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Further details about what being a Trustee at this school is like are given in the application pack, but please feel free to speak to any of the existing Trustees who will be very willing to answer any questions.

Yours faithfully

Headteacher and Returning Officer