

The Knights Templar School

Headteacher:
Mr E. Hutchings, BSc MA

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09 October 2026

Dear Parent/Carer,

PARENT TRUSTEE ELECTION

Do you have an interest in the education and future of young people? Are you dedicated to promoting high standards in school? Do you have skills and experience that could help make a positive impact on the education of children? School governance is a unique volunteering opportunity for you!

We are writing to you to invite you to stand for election as a parent Trustee. We currently have two vacancies on the Board of Trustees.

The Board of Trustees, with the Headteacher, has overall responsibility for the running of the school. Boards have three core strategic functions:

- Strategic leadership of the Academy Trust
- Accountability and assurance
- Engagement with stakeholders

No qualifications are required, just a keen interest in the school and a willingness to play an active part in the Board's work. This is a chance to give back to your community and to make a positive impact on the education of children. In addition to bringing your own skill set, you will gain new key skills which you can re-invest back into your career. Further information about our Trustee Board is listed overleaf, along with some general information about being a Trustee.

If you wish to stand for election, please complete the Nomination Form and return it to Reception by Friday 23 October 2026 before 10am. If there are more nominations than vacancies, there will be an election and if this is necessary, you will receive voting instructions during the week beginning 2 November 2026.

Yours sincerely

Edwards Hutchings
Headteacher

Sue Welch
Chair of Trustees

A company registered in England & Wales No. 07552786
Registered Office: Park Street, Baldock, Herts SG7 6DZ



About our Trustee Board. Full Trustee Board meets six times a year. There are also additional committees which meet once a term. Meetings take place on Tues, Weds or Thurs, at school, from 5-7pm.

Trustees receive the papers one week before the meeting to give you plenty of time to have a look at them. There may be additional meetings added if required but this is rare. Trustees are linked with an area of the School Improvement Plan and they visit during school hours to meet with staff or see lessons. Trustees can also sit on interview panels for senior staff appointments (once appropriate training has been completed).

How long is the term of office? The term of office is normally four years; however, your term of office will end if you cease to have a child at the school.

Do I get time off? School governors are like magistrates or members of a jury and therefore have the right to reasonable time off work for their public duties (although this may be unpaid). Check with your HR department for your company's policy.

What are the time commitments? The average time commitment should not be any more than 10-15 hours per term. This includes meetings, background reading and school visits.

Is there training available? Training and support is available for all Trustees and is free of charge. All new Trustees are expected to attend training including induction, safeguarding and other courses as necessary.

Do I have to have a DBS check? Yes, all governors must undergo a DBS check. If you are elected but decline to undergo such a check, you will disqualify yourself. Trustees are also asked to provide references during the appointment process.

What is meant by a 'parent'? In most cases it will be obvious whether you are a parent, but there are legal definitions. For the purpose of the election of a parent governor, a parent is;

"any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18".

It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.

Are there any other restrictions on who can stand? Parents/carers who are employed in the school or who are elected members of the Local Authority may not stand. You must also be over 18 and not a registered pupil at the school. Successful applicants will be asked to complete an eligibility declaration. Further information on the disqualification of Trustees by contacting Elizabeth Battarbee, Clerk to Trustees (ebattarbee@kts.school).

If you would like to know more about being a Trustee please email Sue Welch, Chair of Trustees (swelch@kts.school).

To stand for election please complete the nomination form and return to Reception by Friday 17 November 2023 before 10am. You can self-nominate but will need to ask another parent of a student in the school to second your nomination.

If there are not more nominations than vacancies, that person(s) will be declared 'elected unopposed', however if there are more nominations than vacancies, the election will be by secret ballot and voting instructions will be sent to all parents with details of how to vote.

THE KNIGHTS TEMPLAR SCHOOL
PARENT TRUSTEE NOMINATION FORM

YOUR NAME: _____

NAME & YEARS OF CHILD(REN): _____

Why I would like to be a parent trustee:

(please provide a brief statement of no more than 200 words continuing on a separate sheet if necessary). Please note, your personal statement will be shared with all parents in the event of an election.

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Declaration: I have read and understood the Eligibility – Qualifications and Disqualifications criteria and confirm that I am eligible and able to stand for election as a parent trustee. I also confirm that I am able to fulfil the role, including attending meetings as required and by contributing to trustee work outside formal meetings.

Signature:	
Date:	

Eligibility - Qualifications and Disqualifications

Regulation requires that all trustees have to be eligible and the criteria is listed below. You must read, understand and confirm your eligibility before becoming a governor.

Qualifications and disqualifications to serve as a Parent Trustee:

- A person must be aged 18 or over at the date of their election or appointment.
- No current pupil of the school, or of any school in the Vale Academy Trust, shall be a trustee member.
- A trustee must not also be a clerk to the trustee board at which they are a trustee.
- A parent/carers cannot stand for election if they work at the school for more than 500 hours in a twelve month period.
- A person cannot hold more than one trustee post at the same school at the same time.
- A person shall be disqualified from holding office or continuing to hold office as a trustee if:
 - they become incapable by reason of illness or injury of managing or administering their own affairs;
 - they are absent without the permission of the trustee board from all their meetings held within a period of six months, and the trustees resolve that his/her office be vacated;
 - they have been declared bankrupt and/or their estate has been seized from their possession for the benefit of their creditors and the declaration or seizure has not been discharged, annulled or reduced; or
 - they are the subject of a bankruptcy restrictions order or an interim order;
 - they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
 - they are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
 - they cease to be a trustee by virtue of any provision in the Companies Act 2006;
 - they are 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
 - they are otherwise found to be unsuitable by the Secretary of State;
 - they have 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 they were responsible; or to which they were privy; or which they, by their conduct, contributed to or facilitated;
 - they have, 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;
 - they have not completed an enhanced Disclosure and Barring Service check (organised by the school shortly after someone joins as a trustee)