

**Beech Lane, West Hallam, Derbyshire, DE7 6GU |☎ 0115 932 0005 | ✉ info@scargill.derbyshire.sch.uk**

**Head of School: Mrs S Hallsworth | Executive Head: Mr M Hetherington**

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Wednesday 15th October 2025

**Nomination Letter**

Dear Parent/Carer,

I am writing to you to invite you to stand for election as a parent local trust committee member or to nominate another parent to do so. We currently have one vacancy and the term of office is 4 years.

**The role of the local trust committee**

The local trust committee is delegated functions by the trust board that can be found in the Scheme of Delegation. The Terms of Reference for each local trust committee cover:

* Standards
* Stakeholder engagement
* Safeguarding
* SEND
* Financial oversight
* Christian Distinctiveness – applicable to schools with a CE Foundation

**Who can stand for election?**

To be able to volunteer, you need to be a parent, carer (or someone who has parental responsibility) for a child at Scargill CofE Primary School.

You do not need any specific qualifications or experience. The enclosed sheet summarises the circumstances under which someone cannot serve as a parent local trust committee member.

To fulfil the role, you will need to:

* attend regular meetings (6 each year)
* visit the school occasionally
* do some background reading
* take part in induction training and ongoing development (which will be provided for you)

Every local trust committee needs a balance and diversity of knowledge, skills and experience.

**How to apply**

If you would like to apply, please complete the enclosed nomination form and return it to Karen Phillips, Governance Professional kphillips@scargill.derbyshire.sch.uk by Wednesday 29th October 2025. If you are putting someone else forward for nomination, please make sure they are happy for you to do so.

If there are more nominations than vacancies, we will conduct a secret ballot. If that is necessary, voting papers and instructions will be sent to all parents and carers.

Yours faithfully,

Karen Phillips

Governance Professional

**Eligibility and disqualifications to serve as a local trust committee member:**

*Note that disqualification criteria for trustees, as detailed in articles of association, also apply to local trust committees in a multi academy trust.*

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 trustee/local LTC member shall be disqualified from holding office or continuing to hold office if they:

* become incapable by reason of illness or injury of managing or administering their own affairs;
* are absent without the permission of the trustees/LTC from all meetings held within a period of six months, and the trustees, following LTC recommendation, resolve that their office be vacated;
* 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
* are the subject of a bankruptcy restrictions order or an interim order;
* are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
* are subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
* cease to be a trustee by virtue of any provision in the Companies Act 2006;
* 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
* are otherwise found to be unsuitable by the Secretary of State;
* 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;
* 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;
* have not provided to the chair of trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.

**Nomination form**

**School Name**:

**Election of parent local trust committee member**

Please complete this form in BLOCK CAPITALS

|  |  |
| --- | --- |
| **Nominee name:** |  |
| **Nominee contact details:** |  |
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| **Nominee personal statement (maximum 250 words):**

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I confirm (i) that I am willing to stand for election as a parent local trust committee member and (ii) that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet. |
| **Nominee signature:** |  |
| **Date:** |  |

If you are proposing a candidate for nomination, please provide:

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| --- | --- |
| **Proposer name and contact details:** |  |
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Completed nomination forms must be returned to Karen Phillips, Governance Professional kphillips@scargill.derbyshire.sch.uk by Wednesday 29th October 2025.