



Cumbria Academy for Autism

Branthwaite Road ♦ Workington ♦ Cumbria ♦ CA14 4SS

Telephone: 01900 517632

Email: admin@cumbriaacademyforautism.org.uk

Website: www.cumbriaacademyforautism.org.uk

Company Number: 9481079

Headteacher: Mr R Aindow

1st February 2022

Dear Parent(s)/Carer(s),

I am writing to inform you of two vacancies for the roles of parent trustees on our governing board.

The role of the governing board

The academy's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils.

The role of a parent trustee

As a parent trustee, you'll work with the board to ensure it effectively carries out the duties referred to above. You'll also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

To be a parent trustee you should have:

- A strong commitment to the role and to improving outcomes for children
- Good interpersonal skills, curiosity, and a willingness to learn and develop new skills
- The specific skills required to ensure the governing board delivers effective governance

The governing board is keen for candidates to have skills in the following:

- Legal
- Safeguarding
- Secondary curriculum

For further information regarding the scope of the role, please refer to the CAA Governance Handbook and the Person Specification for Trustees, both of which are available to view from the Governance Section of our website;

www.cumbriaacademyforautism.org.uk

Expectations of trustees

- Attendance at meetings

Trustees are expected to attend meetings throughout the academic year. The academy presently holds 10-12 meetings each year with a minimum of three full governing board meetings, three Education & SEND committee meetings and three Finance & Resources committee meetings (which also includes the audit meetings). In addition, the board holds two strategy meetings each year and an annual governance focused meeting

- Maintaining confidentiality

Trustees are required to maintain confidentiality in their role at all times.

- Committing to training

There is an expectation that Trustees will commit to any mandatory/compulsory training, alongside any training as deemed necessary for their role on the board.

- Visiting the school

Visits to school can only be arranged with prior agreement from the Head Teacher. Trustees are not allowed to attend site without invitation.

How to apply

If you're interested in applying for the role, please complete the candidate form attached to the letter and return to Kimberley Ward, Clerk to the Trustees, clerk@cumbriaacademyforautism.org.uk, by Thursday 10th February 2022 at 3pm. If we receive more applications than there are vacancies, a secret ballot will be carried out. We will inform you closer to the time if we have to do this.

If you have any queries about this process, please also contact our Clerk to the Trustees.

Yours sincerely,

Lynne Thornton

CAA Chair of Trustees

CAA PARENT TRUSTEE CANDIDATE FORM 2021/22

Candidate name:	
Candidate address:	
Candidate statement:	<p>In this section, outline:</p> <ul style="list-style-type: none">• The skills and experience you have that the governing board requires• Your commitment to undertaking training to acquire or develop the skills needed to be an effective governor• If applicable, details of your contribution to the work of the governing board during your previous term of office <p>How you plan to contribute to the future work of the board</p>

I confirm that I am a parent or carer of a registered pupil at Cumbria Academy for Autism.

(Please note: In accordance with CAA's memorandum and articles of association, a 'Parent Trustee' must be a parent, or an individual exercising parental responsibility, of a registered pupil or student at the Academy at the time when they are elected)

Signed: _____ **Date:** _____