1st November 2021

Dear Parent/Guardian

The Executive Board of The Boulevard Academy
Parent Trustee Election

I refer to my earlier letter which gave notice of the forthcoming election to fill the vacancy for a parent trustee on the Academy's Executive Board. Parent trustees are elected by parents/persons with parental responsibility of students currently attending the school and serve a four year term of office. This is a voluntary role and, as a parent trustee, you will bring a very important and valued perspective to the work of the Executive Board.

The Board is keen to encourage parents who have the necessary skills and commitment to contribute to the effective governance and success of the Academy to apply for nomination and election; personal qualities, knowledge and experience combined with a willingness to learn and work as part of a team are particularly desired.

A nomination form and guidance on the procedure are attached. If you wish to become a parent trustee, please complete the nomination form and statement and return it to the Academy Reception addressed 'For the Attention of Mrs E Evans, Clerk to the Executive Board' no later than **12 noon on 8 November 2021**. Your statement should include information about yourself and perhaps how you will ensure the parent body is well represented on the Executive Board.

Please note your nomination must be signed and supported by two other parents who currently have children at the school.

If only one nomination is received, that person will be elected unopposed. Where there are two nominations or more, the process will move to secret ballot and voting papers will be sent out shortly after the nomination closing date.

If you'd like any further information on the procedure or role of parent trustees, please contact Mrs Evans on eevans@theboulevardacademy.onmicrosoft.com who will be pleased to answer your questions.

Yours sincerely

P R Tempest

Paul R Tempest
Chair of the Executive Board