

2 October 2025

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 Derby Cathedral 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. The local trust committee would welcome applications from people with an interest in education.

How to apply

If you would like to apply, please complete the enclosed nomination form and return it to Miss H Gomm, Office Manager / PA to Head, Derby Cathedral School, Great Northern Road, Derby, DE1 1LR by Thursday 16 October 2025 at 5 pm. Alternatively, email it to h.gomm@derbycathedralschool.org.uk. 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,

A handwritten signature in black ink, appearing to read 'Andrew Brown', written in a cursive style.

Mr Andrew Brown
Returning Officer