The Hayfield School

The Hayfield School, Hurst Lane,
Auckley, Doncaster, DN9 3HG
Headteacher: Lisa Fox
☎ 01302 770589
office@thehayfieldschool.co.uk
www.thehayfieldschool.co.uk

20 March 2026

Dear Parents/Carers

I am writing to inform you of a vacancy for the role of parent trustee on our trustees board.

The role of the trustees board
The school's trustees 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 students.

The role of a parent trustee
As a parent trustee, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll also play a vital role in bringing a **parental perspective** to the trustees board, but you're not there to speak 'on behalf' of the parent body.

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 make sure the trustees board delivers effective governance

Expectations of trustees

- There is an expectation that all trustees are required to attend five board meetings a year. In addition trustees can be asked to sit on subcommittee meetings as required.
- It is important that all trustees abide by the expectations of confidentiality set out by data protection laws.
- Trustees will be required to complete relevant training for their personal and professional development.
- The term of office for trustees is 4 years.

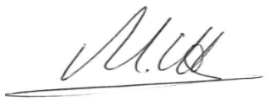
How to apply
If you would like to apply, please complete the nomination form circulated with this letter or a paper copy which may be obtained from the school. Nomination forms must be completed in full and returned to the school marked for the attention of Mrs Rose, Governance Professional (Returning Officer) by **12 noon on Monday 13 April 2026.**

If you do intend to be nominated you are entitled to have circulated with the ballot paper a statement prepared by you in support of your application. Your statement can be included on the attached form.

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.

If you have any queries about this process or would like to find out more about the role, please contact Mrs Rose on 01302 770589.

Yours faithfully



Mr M Huby
Chair of Trustees

THE HAYFIELD SCHOOL
Nomination form for the election of Parent Trustee
Please complete this form in BLOCK CAPITALS

Name of nominee (in full)	(Mr/Mrs/Ms/……)
Address	
Telephone number	
Email address	
Name(s) and Year group of each child registered at The Hayfield School	1. 2. 3.

Nominee personal statement (maximum 250 words)
In this section, outline:

- The skills and experience you have that the trustees board requires
- Your commitment to undertaking training to acquire or develop the skills needed to be effective trustee
- How you plan to contribute to the future work of the board

I can confirm:

1. that I am willing to stand for election as a parent trustee
2. that I am not disqualified from holding office for any of the reasons set out in the qualifications and disqualifications sheet.
3. I confirm that I am a parent or carer of a registered student at The Hayfield School.

Nominee signature	
Date	

Completed nomination forms must be returned to Heather Rose, Governance Professional (Returning Officer) by **12 noon on Monday 13 April 2026.**