

'Igniting young minds today, for a brighter tomorrow'



Parent Trustee Recruitment

Timeline, election procedure and parent pack

Closing date: Monday 9th October 2026

**Informal conversations welcome —
contact Chair of Trustees, Mrs Suvir Rai**

1. Letter to Parents and Carers

Monday 21st September 2026

Dear Parents and Carers,

Would you like to help shape the future of Edison?

We are looking for a parent or carer to join the Board of Trustees of Edison Trust Limited, the trust that runs Edison Primary School. This is a chance to use your experience to help our school keep improving for every child.

What do trustees do?

Trustees are volunteers who make sure the school is well run. They do not run the school day to day — that is the job of the Headteacher and staff. Instead, the Board:

- sets the school's direction and makes sure our vision is at the heart of everything we do
- asks questions about how well children are learning and how safe they are
- makes sure money is spent well and the school follows the law.

You do not need to be an expert in education. We are looking for people who care about our children, are curious, can listen, and are happy to ask questions. We would particularly welcome interest from parents with experience in [finance, Human Resources, law, science or technology, or community work], but everyone is encouraged to apply.

How much time does it take?

Trustees usually attend about six Board meetings a year, held in the evenings, plus some committee meetings, school visits and training. Most of the training is online and can be done in your own time. The role is unpaid, but reasonable expenses can be claimed. A parent trustee serves for four years.

Who can stand?

Any parent or carer of a child at the school can stand, as long as they are 18 or over and are not disqualified (the enclosed declaration explains this). If appointed, you will need an enhanced DBS check, which the school will arrange.

How do I apply?

Please complete the enclosed nomination form and eligibility declaration, including a short statement (up to 250 words) about yourself and why you would like to be a trustee. Return them to the school office in a sealed envelope marked "Parent Trustee Election", or email them to info@edisonprimary.org, by **12 noon on Friday 9th October**.

If more people apply than there are places, we will hold a secret ballot and send every parent a voting paper along with each candidate's statement. The full timetable is enclosed.

Find out more

If you would like an informal chat about the role, please contact Mrs Suvir Rai, Chair of Trustees, via email (Suvir@edisonprimary.org).

Thank you for considering this important role. Yours sincerely,

Mrs Rai
Chair of the Board of Trustees

Mrs Valentin
Headteacher, Edison Primary School

2. Role Description: Parent Trustee

Role	Parent Trustee (also a company director of the Trust)
Responsible to	The Board of Trustees, through the Chair
Term of office	Four years
Time commitment	About six Board meetings a year, plus committee meetings, school visits and training
Remuneration	Unpaid

Purpose of the role

Parent trustees bring the perspective of families to the Board. They are not representatives who report back to other parents; like all trustees, they act in the best interests of all pupils and the Trust as a whole.

Our vision

Our Why: At Edison, our child-centred approach shapes children to become happy, curious and confident individuals, nurtured in our kind, collaborative and inclusive school.

Our How: We ignite young minds through an engaging curriculum, cultivating their love of science by empowering them with extensive knowledge and skills.

Our What: We develop our children to be well rounded, self-aware, and respectful with high aspirations, and who strive to change the world for a brighter tomorrow.

Main responsibilities

- Help set and uphold the school's vision, values and strategic direction.
- Hold the Headteacher to account for pupils' education, wellbeing and safety, and for staff performance.
- Oversee the Trust's finances so that money is well spent and the Trust is financially sustainable.
- Make sure the Trust meets its legal duties, including safeguarding, equality, health and safety, charity and company law.
- Prepare for and take an active part in meetings; serve on committees as agreed.
- Visit the school, by arrangement, to understand its work.
- Take part in induction and ongoing training.
- Keep Board business confidential and follow the trustee code of conduct.
- Declare any interests and avoid conflicts of interest.

Person specification

Essential: commitment to the school and to the best outcomes for all children; willingness to learn; ability to listen, question and work as part of a team; good judgement and integrity; respect for confidentiality; time to fulfil the role.

Desirable: experience in [finance, HR, safeguarding, science/STEM, law, community engagement]; experience of working on a board or committee.

3. Parent Trustee Nomination Form

Please return by **12 noon on** to the Returning Officer, Edison Primary School, in a sealed envelope marked "Parent Trustee Election", or by email to info@edisonprimary.org.

Deadline: Friday 9th October 12 noon

Part A: Your details

Full name	
Home address	
Email	
Phone number	
Name(s) and class(es) of your child(ren) at the school	
Are you employed by the Trust?	Yes / No

Part B: Personal statement (up to 250 words)

Tell parents about yourself and why you would like to be a trustee. Include any skills or experience you would bring. This statement will be shared with all parents if a ballot is held.

--

Part C: Nomination

I wish to stand for election as a parent trustee. I confirm that I am a parent of a registered pupil at the school, that the information I have given is correct, and that I have completed the eligibility declaration.

Signed	
Date	

For office use only

Received (date/time)	
Eligibility confirmed by	

4. Eligibility Declaration

To be completed by every candidate. The information will be kept confidential and used only to confirm eligibility.

I confirm that:

- (a) I am aged 18 or over.
- (b) I am a parent or carer of a child registered at the school.
- (c) I am not subject to a direction under section 128 of the Education and Skills Act 2008 barring me from taking part in the management of an academy.
- (d) I am not disqualified from being a company director or a charity trustee.
- (e) I am not an undischarged bankrupt, and I am not subject to a bankruptcy restrictions order, a debt relief order or a moratorium period.
- (f) I have not been removed from the office of charity trustee by the Charity Commission or a court for misconduct or mismanagement.
- (g) I am not barred from regulated activity with children and have no convictions or cautions that would disqualify me under the articles of association.
- (h) I am not an elected member of a local authority.
- (i) [I am not employed by the Trust for more than 500 hours a year — check articles.]
- (j) I agree to an enhanced DBS check and the other pre-appointment checks if elected.
- (k) I will tell the Clerk straight away if any of the above changes.

I understand that giving false information may lead to my disqualification or removal as a trustee.

Full name	
Signed	
Date	