

Callywith College, Old Callywith Road, Bodmin, Cornwall PL31 2GT
t: 01208 224000 | e: enquiry@callywith.ac.uk | w: callywith.ac.uk

Principal: Dr Jonathan Grey

Dear Parent/Carer,

PARENT TRUSTEE

I am writing to you to invite you to stand for election as a parent trustee, or nominate another parent to do so. At Callywith College we have provision for two parent trustees on the board and a vacancy has arisen this year.

The board of trustees, with the Principal, has overall responsibility for the running of the College. The board has three core strategic functions:

- ensuring clarity of vision, ethos and strategic direction;
- holding the Principal to account for the educational performance of the College and its students; and
- overseeing the financial performance of the College and making sure its money is well spent.

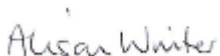
No special qualifications are needed for the parent trustee role - the most important thing is to have a keen interest in the College, a commitment to the education and training of young people and being prepared to play an active part in the board of trustees' work. However, we would particularly welcome nominations from parents with financial management skills or experience in the local business community. Training is available for all trustees and the board has an expectation that those new to the role, attend induction training.

The accompanying sheet (Annex A) summarises the circumstances under which someone cannot serve as a trustee. Nominations must be from parents, or individuals exercising parental responsibility, of a student currently registered at Callywith College. All trustees are required to complete a DBS check prior to appointment.

If you would like to stand for election, please complete and sign the enclosed nomination form and return it to the College no later than **4pm on Friday 13 February 2026**. A signed and scanned electronic copy of the completed form can be accepted. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Self-nominations will be accepted but if you are nominating another parent, please seek their prior consent. Signed nomination forms must be returned to the reception at Callywith College or by email to trustees@callywith.ac.uk.

If there are more nominations than vacancies an online election will be conducted by secret ballot. If that is necessary, further details of the ballot procedure will be publicised via the College's website.

Yours faithfully,



Alison Winter
Clerk to the Board of Trustees & Returning Officer

Parent Trustee Nomination Form

Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:

Name:

Address:

Signature of person nominated:

Signature of proposer (if different to nominee):

Name and address in BLOCK letters of proposer (if different to nominee):

Personal Statement (maximum 250 words)

I wish to submit my nomination for the election of a parent trustee.

I confirm that:

- (i) I am willing to stand as a candidate for election as a parent trustee, and
- (ii) I am not disqualified from holding office for any of the reasons set out in the School Governance (Constitution) (England) Regulations 2012.

Signature:

Date:

Completed nomination forms must be returned to the reception at Callywith College or by email to trustees@callywith.ac.uk by 4pm on Friday 13 February 2026

Annex A – Charity Trustee Disqualification Reasons

1. You have an **unspent** conviction for any of the following
 - a) an offence involving **deception or dishonesty**
 - b) a **terrorism** offence
 - a. to which Part 4 of the Counter-Terrorism Act 2008 applies
 - b. under sections 13 or 19 of the Terrorism Act 2000
 - c) a **money laundering** offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a **bribery** offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of **contravening a Commission Order or Direction** under section 77 of the Charities Act 2011
 - f) an offence of **misconduct in public office, perjury or perverting the course of justice** yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting) in relation to the offence
2. You are **on the sex offenders register** (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
3. You have an unspent sanction for **contempt of court** for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
4. You have been found guilty of **disobedience to an order or direction of the Commission** under section 336(1) of the Charities Act 2011.
5. You are a **designated person** for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
6. You have **previously been removed as an officer, agent or employee of a charity** by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
7. You have **previously been removed as a trustee** of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
8. You have been **removed from management or control of anybody** under section s34(5)(e) of the Charities and Trustee Investment (**Scotland**) Act 2005 (or earlier legislation)
9. You are **disqualified from being a company director**, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity
10. You are **currently declared bankrupt** (or subject to bankruptcy restrictions or an interim order)
11. You **have an individual voluntary arrangement** (IVA) to pay off debts with creditors
12. You are subject to a moratorium period under a **debt relief order**, or a debt relief restrictions order, or an interim order
13. You are subject to an order made under s.429(2) of the Insolvency Act 1986. (**Failure to pay under a County Court Administration Order.**)