



A SCIENCE & ENGINEERING ACADEMY  
& SIXTH FORM

University Technical College Warrington,  
Dallam Lane, Warrington, WA2 7NG

Telephone: 01925 737067

E-mail: [info@utcw.co.uk](mailto:info@utcw.co.uk)

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Principal & Chief Executive: Mr L Barber

## UTC WARRINGTON - PARENT TRUSTEE VACANCY

Dear Parent/Carer,

UTC Warrington currently have a vacancy for a Parent Trustee/Governor. As a Single Academy Trust, the Department for Education requests that we appoint two parents of students attending the college as members of our Trust Board. Anyone who has a son or daughter on roll at UTCW at the time of the election is eligible to stand (and you do not have to resign if your child leaves during your term of office). A term of office is four years.

Each Trust Board member must be appointed as a Director with Companies House, and is required to oblige with company, charity and education laws. The Trust Board, along with the Principal & Chief Executive, has overall responsibility for the running of the college and 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.*
- *Overseeing the financial performance of the college and making sure its money is well spent.*

No special qualifications are needed and the most important thing is to have a keen interest in the college and be prepared to play an active part in the Trust Board's work. Training is available for all Trustees/Governors and the Trust Board has an expectation that those new to being a Trustee/Governor attend induction training. Annex A, enclosed with this letter summarises the circumstances under which someone cannot serve as a Trustee.

The Trust Board meets once a term, i.e. six times per year and the meetings usually run from 3pm until 5pm. In addition to these meetings, there may be a link-governor responsibility which requires visits to college over the course of the year. These visits usually focus on an aspect of college development.

Trustees often attend various college events and may be called upon for other tasks such as: sitting on senior appointment panels or giving particular attention to a specific issue or policy. There is also an expectation that Trustees will attend training sessions in order to ensure that they are up to date on such things as: school performance data; finance; special educational needs; Safeguarding and Safer Recruitment etc. A comprehensive induction programme is provided.

UTC Warrington is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

**INSPIRING**  
TECHNICAL CAREERS



UTC Warrington is supported by...





A SCIENCE & ENGINEERING ACADEMY  
& SIXTH FORM

University Technical College Warrington,  
Dallam Lane, Warrington, WA2 7NG

Telephone: 01925 737067

E-mail: [info@utcw.co.uk](mailto:info@utcw.co.uk)

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Principal & Chief Executive: Mr L Barber

If you would like to stand for election please complete the enclosed pen portrait pro-forma (Annex B) and return your forms to college by email to [jjevons@utcw.co.uk](mailto:jjevons@utcw.co.uk) no later than **12pm on Friday 19<sup>th</sup> June 2020**. You may nominate yourself but will need to ensure that you get someone else to add their name to your nomination and this person must not be a close relative or partner. You may also include a short personal statement to support your nomination, which should be no longer than 250 words. Please outline any interest or experience you may have in supporting teaching staff with the development of the curriculum.

Upon receipt of your completed pro-forma, a ballot paper along with a copy of each nominees' pen portrait and statement will be issued to all parents in order for them to cast a vote.

At the closing date for return of ballot papers, the Clerk to Trust Board will count the votes in front of at least two witnesses. Candidates and governors will be invited to witness this, but there is no requirement for either to attend. The Clerk is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.

In the event of a tie there will be a recount. If this does not produce a clear result, the Clerk will, in the presence of the witnesses, draw lots.

The Clerk will inform the candidates individually about the result of the ballot and confirm the appointment with the successful candidate, stating the period of appointment set out in the articles of association. Other parents will be notified of the result via newsletter and/or website. The ballot papers will be retained securely for six months in case the election result is challenged.

Yours faithfully,

**Jack Jevons**  
Clerk to Trust Board



A SCIENCE & ENGINEERING ACADEMY  
& SIXTH FORM

University Technical College Warrington,  
Dallam Lane, Warrington, WA2 7NG

Telephone: 01925 737067

E-mail: [info@utcw.co.uk](mailto:info@utcw.co.uk)

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Principal & Chief Executive: Mr L Barber

## **Annex A - Qualifications and Disqualifications to Serve as a Parent Trustee**

**A person is disqualified from holding or continuing to hold office as a Trustee if he or she:**

- Is aged under 18 years of age at the date of his election or appointment. No current student of the college shall be a Trustee.
- A Trustee shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs.
- A Trustee shall cease to hold office if he is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his office be vacated.
- A person shall be disqualified from holding or continuing to hold office as a Trustee if -
  - he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
  - he is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- A person shall be disqualified from holding or continuing to hold office as a Trustee at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- A Trustee shall cease to hold office if he ceases to be a Trustee by virtue of any provision in the Companies Act 2006, is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision) or is otherwise found to be unsuitable by the Secretary of State under the provisions of the Funding Agreement.
- A person shall be disqualified from holding or continuing to hold office as a Trustee if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from holding or continuing to hold office as a Trustee where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
- After the Academy has opened, a person shall be disqualified from holding or continuing to hold office as a Trustee if he has not provided a Disclosure and Barring Service Check at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which confirms their unsuitability to work with children, that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.



A SCIENCE & ENGINEERING ACADEMY  
& SIXTH FORM

University Technical College Warrington,  
Dallam Lane, Warrington, WA2 7NG

**Telephone:** 01925 737067

**E-mail:** [info@utcw.co.uk](mailto:info@utcw.co.uk)

**Website:** [www.utcw.co.uk](http://www.utcw.co.uk)

**Principal & Chief Executive:** Mr L Barber

- Where, by virtue of these Articles a person becomes disqualified from holding, or continuing to hold office as a Trustee; and he is, or is proposed, to become such a Trustee, he shall upon becoming so disqualified give written notice of that fact to the Clerk.
- Articles 68 to 74, Articles 77 to 79 and Articles 97 to 98 also apply to any member of any committee or delegate of the Trustees who is not a Trustee.



**INSPIRING**  
TECHNICAL CAREERS



UTC Warrington is supported by...





A SCIENCE & ENGINEERING ACADEMY  
& SIXTH FORM

University Technical College Warrington,  
Dallam Lane, Warrington, WA2 7NG

Telephone: 01925 737067

E-mail: [info@utcw.co.uk](mailto:info@utcw.co.uk)

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Principal & Chief Executive: Mr L Barber

**Annex B – Model Nomination Form Election of Parent Trustees**

<b>Please enter IN BLOCK LETTERS the name and address of the person being nominated for election:</b>	
<b>Name</b>	
<b>Address</b>	
<b>Signature of person nominated</b>	
<b>Personal Statement (Max. 250 words)</b> Please complete on a separate piece of paper if necessary.	
<i>I wish to submit my nomination for the election of parent trustee/governor. I confirm that I am willing to stand as a candidate for election as a parent governor and that I am not disqualified from holding office for any of the reasons set out in Annex A.</i>	

UTC Warrington is supported by...





A SCIENCE & ENGINEERING ACADEMY  
& SIXTH FORM

University Technical College Warrington,  
Dallam Lane, Warrington, WA2 7NG

Telephone: 01925 737067

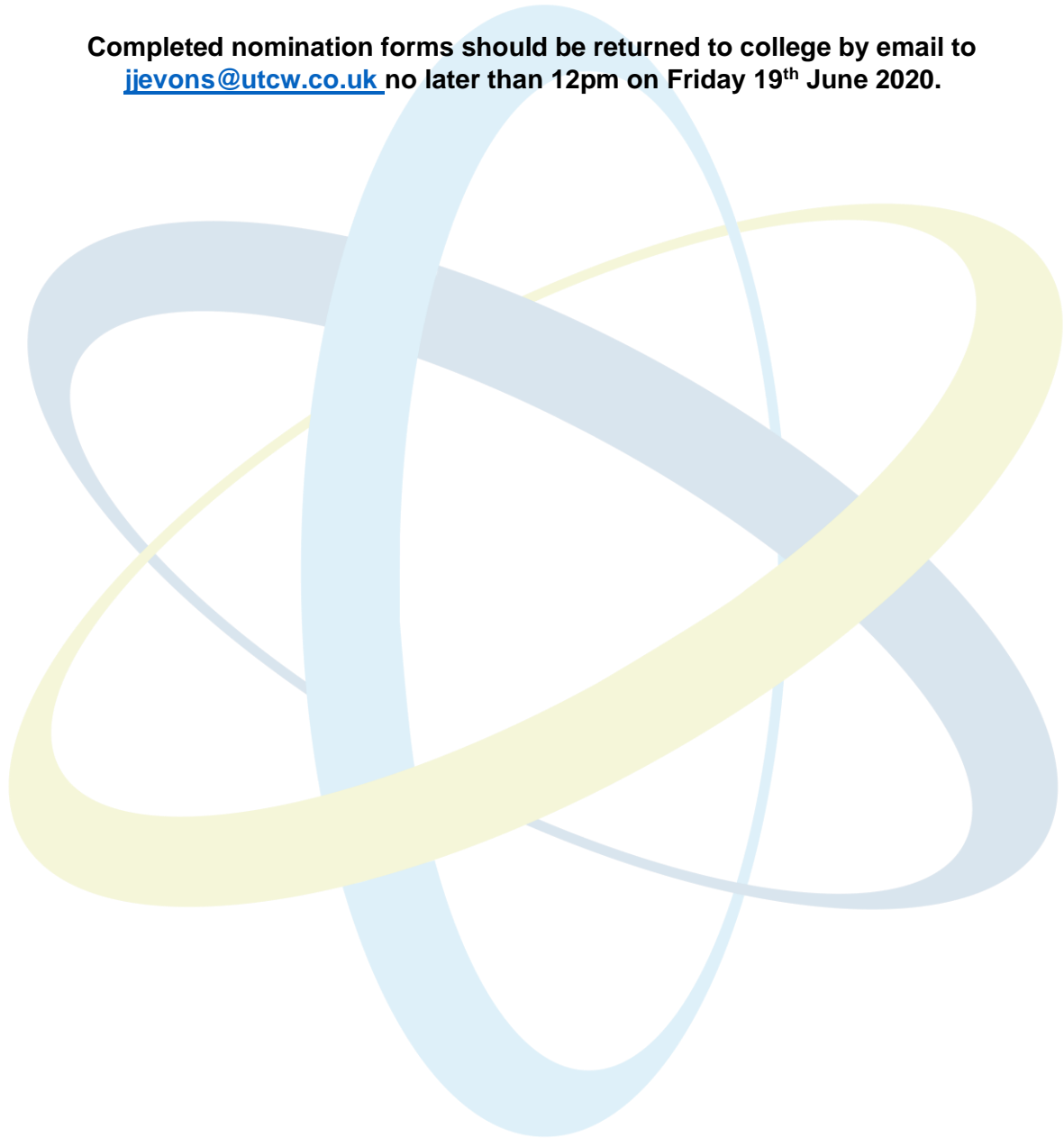
E-mail: [info@utcw.co.uk](mailto:info@utcw.co.uk)

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Principal & Chief Executive: Mr L Barber

<b>Signature</b>		<b>Date</b>	

Completed nomination forms should be returned to college by email to [jjevons@utcw.co.uk](mailto:jjevons@utcw.co.uk) no later than 12pm on Friday 19<sup>th</sup> June 2020.



**INSPIRING**  
TECHNICAL CAREERS



UTC Warrington is supported by...

