



We Make A Difference

Headteacher
Kam Grewal-Joy
Deputy Headteacher
Tamsin Woodward

CMU/SGI
September 2026

Dear Parent/Carer

Could you be a parent or carer trustee?

We currently have **three vacancies for parent or carer trustees** at Meadowhead School. Parent and carer trustees bring valuable knowledge and experience to the Trust Board. You do not need previous experience of school governance to apply.

What does a trustee do?

Trustees work together to:

- help set the school's values, culture and future direction;
- support and challenge school leaders;
- monitor the school's progress and improvement;
- oversee the school's finances; and
- make sure that money is used effectively.

Trustees make decisions together as a Board. Individual trustees do not make decisions on their own.

Trustees are not responsible for the day-to-day running of the school. This is the responsibility of the Headteacher and Senior Leadership Team.

How much time is involved?

Trustees attend Full Trust Board meetings once each term. They also join one of the Board's committees, which usually meets once each term.

The committees cover:

- pupils;
- curriculum, teaching and achievement; and
- finance and resources.

Board and committee meetings are usually held in the early evening. Trustees are also encouraged to take part in occasional visits during the school day. These visits focus on an area of the School Improvement Plan.

Do I need any particular skills?

You do not need any specific qualifications or previous experience. The most important things are:

- an interest in children's education;
- a willingness to learn;
- the time to take part; and
- a commitment to working with others for the benefit of the whole school.

You will receive training when you begin and throughout your time as a trustee. You will also be paired with an experienced trustee who can support you.

The role is voluntary and unpaid. However, it is a rewarding opportunity to contribute to the school and help its students to succeed.

Who can apply?

You can apply if you:

- are aged 18 or over; and
- have parental responsibility for a child who is currently a pupil at Meadowhead School.

We want our Trust Board to reflect the diversity of our school community. We welcome applications from people of all cultures, backgrounds, abilities and experiences.

How do I apply?

Please complete the [online nomination form](#) by **5.00 pm on Monday 12 October 2026**.

If you would prefer the form in another electronic format or as a paper copy, please contact:

Mrs Sarah Gillott, Governance Professional

Email: gillotts@meadowhead.sheffield.sch.uk

If you need help with your application, please contact Mrs Gillott. We can provide support and make reasonable adjustments. For example, you may submit a video nomination instead of a written statement.

What happens next?

If we receive three or fewer eligible nominations, a ballot may not be needed. If we receive more nominations than there are vacancies, parents and carers will be invited to vote in a secret ballot. We will provide more information if a ballot is required.

There are legal restrictions that may prevent some people from becoming trustees. These include certain criminal convictions and other circumstances set out in law. The successful candidates will need to complete a Disclosure and Barring Service check and any other statutory checks required for the role. The school will arrange these checks and there will be no cost to the candidates.

Would you like to know more?

If you have any questions, would like more information or would like an informal conversation with an existing trustee, please contact Mrs Gillott using the email address above. We would be very pleased to welcome new parent and carer trustees to our Board.

Yours faithfully,



Chris Murphy
Chair of Trustees