

<b>Job Title:</b>	Trustee	<b>Job Category:</b>	Support
<b>Department/Group:</b>	Trust Board	<b>Job Code/ Req#:</b>	TB2
<b>Location:</b>	BA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	N/A	<b>Position Type:</b>	Voluntary
<b>Reports to:</b>	Chair of the Trust Board	<b>Weeks per year:</b>	N/A
<b>Job Description</b>			
<p><b>Duty of Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Trust complies with charity law, and with the requirements of the Education Funding Agency as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law;</li> <li>• Ensure that the Trust does not breach any of the requirements or rules set out in its governing document, funding agreement or the Academies Financial Handbook and that it remains true to the charitable purpose and objects set out there;</li> <li>• Comply with the requirements of other legislation and other regulators which govern the activities of the Trust;</li> <li>• Act with integrity, and avoid putting yourself in a position where your duty to the charity conflicts with your personal interests or loyalty to any other person or body.</li> </ul> <p><b>Duty of Care</b></p> <ul style="list-style-type: none"> <li>• Use reasonable care and skill in their work as trustees, using their personal skills, knowledge and experience as needed to ensure that the Trust is well run and efficient;</li> <li>• Consider getting external professional advice on all matters where there may be material risk to the Trust, or where the trustees may be in breach of their duties.</li> </ul> <p><b>Duty of Prudence</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Trust is, and will remain, solvent;</li> <li>• Use the Trust's funds and assets reasonably and responsibly and only in furtherance of the Trust's charitable objects;</li> <li>• Avoid undertaking activities that might place the Trust's endowment, funds, assets or reputation at undue risk;</li> <li>• Take special care when investing the Trust's funds, or borrowing funds for the Trust to use.</li> </ul> <p><b>Strategic Direction</b></p> <p>Trustees must ensure that the Trust has a clear vision, mission and strategic direction that will enable the Trust to fulfil its charitable objects and is focused on achieving these. Trustees must work in partnership with the Academy Principal and other senior staff to ensure that:-</p> <ul style="list-style-type: none"> <li>• The Trust has a clear vision, set of values and strategy, and that there is a common understanding of these by trustees, members, and staff Operational plans and budgets support the vision and strategy;</li> <li>• The views of stakeholders (parents, pupils, local community and staff) are regularly sought and considered;</li> </ul>			

- There is regular review of the external environment for changes that might affect the Trust (political, financial, demographic, competitive, partnerships, alliances);
- There is regular review of the need for the Trust and for the services it provides or could provide, and regular review of strategic plans and priorities.

### **Performance of the Trust**

Trustees are responsible for the performance of the Trust, for its impact upon stakeholders and for its corporate behaviour:

- To ensure that the Trust measures its impact and progress towards its strategic objectives and to regularly consider reports on the Trust's performance;
- To ensure that there are policies including effective employment policies to direct key areas of the charity's business;
- To ensure that the Trust's values are understood and put into practice, by trustees and staff;
- To ensure that there are complaints systems in place for stakeholders;
- To ensure that there are processes for members, trustees, staff and other stakeholders to report activity which might compromise the effectiveness of the Trust;
- To recruit the Academy Principal and to hold him/her to account for the management and administration of the charity;
- To ensure that the Academy Principal receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term objectives.

### **Compliance**

Trustees must ensure that the Trust complies with all legal and regulatory requirements:

- To ensure, with professional advice as appropriate, that the Trust complies with all constitutional, legal, regulatory and statutory requirements;
- To understand and comply with the constitution and rules that govern the Trust, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose;

### **Prudent Management of Resources**

Trustees must be stewards of the Trust's assets, both tangible and intangible, taking cover over their security, and how they are used:

- To ensure that the Trust's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded;
- To act reasonably and prudently in all matters relating to the Trust and always in the interests of the Trust;
- To ensure that trustees take professional advice when needed, and record the advice received;
- To be accountable for the solvency of the Trust;
- To ensure that the Trust acts in accordance with employment law and that the Trust exercises a duty of care to its employees;
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the Trust's good name and reputation are recognised, used and safeguarded;
- To review the condition and use of the assets owned by the Trust; To ensure that the major risks to the Trust are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

### **Good governance**

Trustees must ensure that the Trust's governance is of the highest possible standard:

- To ensure that the Trust has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders;
- To ensure that there are effective mechanisms for individual academies within the trust to be both supported and held to account by the governance structure;
- To ensure that decisions are made with a view to promoting the education and wellbeing of children and young people;
- To ensure that board decisions are recorded in writing by means of minutes;
- To ensure that the boards' delegated authority is recorded in a scheme of delegation for board committees, job descriptions for honorary officers, trustees and key staff, and that reporting procedures back to the board are recorded in writing and complied with;
- To ensure that the responsibilities delegated to the Academy Principal are clearly expressed in the Scheme of Delegation and understood, and directions given to him/her come from the Board as a whole or other properly authorised route;
- To ensure that the board regularly reviews the Trust's governance structure and its own performance, to an agreed programme;
- To ensure that major decisions and policies are made by the trustees acting collectively;
- To ensure that the board has within its membership the skills it requires to govern the Trust well;
- To ensure that the Board has access to, and considers, relevant external professional advice and expertise;
- To ensure that there is a systematic, open and fair procedure for recruitment of trustees and of the Academy Principal;
- To ensure that all members of the Board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individually and collectively)
- To ensure that trustees have a code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the trustee code of conduct.

### **Liability:**

- Trustees are subject to certain administrative duties, such as keeping the company books. In practice, the company secretary (not a Trustee) will have this responsibility.
- Trustees could only face personal liability in the following circumstances:
  - If the Trustees behave improperly – for example, continuing to trade when the company is insolvent with no consideration (or reckless disregard) as to whether its liabilities could be met when they fall due.
  - If the Trustees act outside of the powers given to them in the 'Articles of Association' – for example, by undertaking activities not consistent with the objectives of our Trust, or those which lead to receiving unauthorised personal benefits.
  - If the Trustees incur a criminal liability not covered by insurance (as for a school governor).

*While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

### **Knowledge & Skills**

Core Elements	Generic Skills
<ul style="list-style-type: none"> <li>● Key skills and commitment which will contribute to the effective and efficient running of our organisation.</li> <li>● An active interest in improving the experiences of and outcomes for children and young people through the provision of high quality education and care.</li> <li>● Commitment to promoting equality and diversity;</li> <li>● Commitment to quality and raising standards;</li> <li>● Willingness to promote the Trust and its academy(s)/settings within the community they serve;</li> <li>● Ability to work positively with others and to contribute as a member of a team;</li> <li>● Agree policies and strategies and ensure these can be monitored and implemented;</li> <li>● Ability to make reasoned decisions and to act honestly, diligently and in good faith;</li> <li>● Ability to contribute to establishing performance targets and the monitoring of performance against these;</li> <li>● Commitment to attend Board Meetings, Committees and Trustee' Workshops.</li> </ul>	<ul style="list-style-type: none"> <li>● Strategic/ Financial/ Educational or other required professional awareness;</li> <li>● The ability to share best practice;</li> <li>● Vision and commitment;</li> <li>● The ability to share in and work to common values;</li> <li>● Critical listening and appraisal skills;</li> <li>● The ability to ask probing questions;</li> <li>● Analytical and problem solving abilities;</li> <li>● Integrity to act without self-interest;</li> <li>● The ability to work within a framework of collective decision-making in the best interests of the Trust;</li> <li>● An awareness of the high standards required of working in public life, public accountability and a determination to abide by them;</li> <li>● Communication skills and the ability to influence to improve experiences and outcome for children and young people.</li> </ul>