

## ROLE DESCRIPTION FOR TRUSTEES

**Academy trustees are volunteers. The Charity Commission defines trustees as the people responsible for governing a charity and directing how it is managed and run.**

In Greensand Multi-Academy Trust (the Trust), this means:

➤ **Holding executive leaders to account for the educational and financial performance of the Trust**

The Trust Board creates robust accountability for executive leaders through rigorous analysis of performance data and financial information.

➤ **Setting the Trust's vision and values, and the strategy for achieving this vision**

The Trust's vision will centre on pupil progress and achievement. Working with senior leaders, the Board sets strategic objectives to help the Trust reach its goals.

➤ **Ensuring the Trust's financial success and probity**

Trustees are responsible for ensuring that the Trust operates with regularity, propriety and value for money, using only the resources it has available.

### Responsibilities of Trustees

Trustees sit on the Trust Board, which is the body accountable for all schools within the Trust.

Responsibilities include:

- Developing the Trust's vision and strategy
- Establishing a culture of high educational standards, which promotes the wellbeing of both children and staff across the Trust
- Ensuring all children have access to a broad and balanced curriculum
- Monitoring provision for children with special educational needs (SEN) and disabilities
- Monitoring the educational performance of the schools within the Trust, using a range of data sources
- Ensuring stakeholders (parents, children, staff and the local community) are informed and consulted as appropriate
- Approving the budget for the Trust, and where relevant, for schools within the Trust
- Monitoring and evaluating the Trust's financial performance

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- Approving and reviewing Trust-wide policies, and holding staff to account for their implementation
- Ensuring the Trust is compliant with legal requirements, including that all statutory policies and documents are in place
- Carrying out the appointment and performance management of the Chief Executive Officer of the Trust
- Monitoring and evaluating the Trust's staffing structure(s)
- Monitoring health and safety across the Trust
- Working with those involved in local academy governance, supporting and holding them to account

### **Skills and experience**

#### Essential:

- Critical listening and the ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem solving and analysis

#### Desirable:

- Understanding of data
- Finance and/or accounting knowledge
- HR experience
- Knowledge of education
- Leadership and management
- Risk management
- Legal expertise, particularly knowledge of charity law
- Marketing and communications

#### Core competencies:

- Working as a team
- Acting with integrity
- Supporting the Trust in public and acting as an ambassador of the Trust and its schools



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### Time commitment

The term of office for Trustees is 4 years. Upon joining the Trust, we will undertake a full induction with you and also support you in the steps to becoming a Board member.

All Trustees must attend at least 6 meetings of the full Trust Board per academic year. In addition to the Trust Board, our Trustees also sit on a committee focused on an area they have knowledge of, or are particularly interested in: for example, the Education & Standards Committee, the Finance, Audit & Risk Committee, the Growth & Development Committee or the Pay & HR Committee. Our Committees generally meet 3 to 4 times a year. Preparation for meetings includes reading papers and preparing questions for senior leaders.

We hold events for our whole Greensand governance community, one per term, at which our Governors, Trustees & Members receive training and are able to meet, share best practice and ideas.

You will also be expected to undertake any training required to enable you to discharge your role effectively, such as safeguarding.

### Additional information

Academies are both charities and companies limited by guarantee. Academy Trustees are therefore both charity trustees and corporate directors, and must comply with company and charity law. This includes the Trust registering Trustees with Companies House as a director.

The role of Trustee is both rewarding and fulfilling and enables individuals to make an important contribution to their local community.

If you have any questions about this, or would like know more about becoming a Trustee for Greensand MAT, please contact the Trust's Lead Governance Professional, Emma Salisbury.

**Email:** [e.salisbury@reigate-school.surrey.sch.uk](mailto:e.salisbury@reigate-school.surrey.sch.uk)

**Phone:** 01737 948 186 (DDI) or 01737 243 166 (reception)

Please also find information about the Trust and our six schools on our website:

<https://www.greensandacademytrust.co.uk/>