

ROLE DESCRIPTION FOR TRUSTEES

Thank you for your interest in the role of Trustee at Greensand Multi Academy Trust.

Trustees within the academy framework are volunteers. The Charity Commission defines trustees as *“the persons having the general control and management of the administration of a charity”*.

In Greensand, our Trustees (collectively, the Trust Board):-

- **Hold executive leaders to account for the educational and financial performance of Greensand.**
The Trust Board creates robust accountability for executive leaders through rigorous analysis of performance data and financial information.
- **Set Greensand’s vision and values, and the strategy for achieving this vision.**
Greensand’s vision centres on pupil progress and achievement. Working with senior leaders, the Trust Board sets strategic objectives to help Greensand reach its goals.
- **Ensure Greensand’s financial success and probity.**
Trustees are responsible for ensuring that Greensand operates with regularity, propriety and value for money, using only the resources it has available.

Responsibilities of Trustees

Trustees’ responsibilities include:-

- Developing Greensand’s vision and strategy.
- Establishing a culture of high educational standards, which promotes the wellbeing of both children and staff across Greensand.
- Ensuring all children have access to a broad and balanced curriculum.
- Monitoring provision for children with special educational needs and disabilities (SEND).
- Monitoring the educational performance of the schools within Greensand, 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 Greensand, and where relevant, for schools within Greensand.
- Monitoring and evaluating Greensand’s financial performance.
- Approving and reviewing Trust-wide policies, and holding staff to account for their implementation.

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- Ensuring Greensand is compliant with legal requirements, including that all statutory policies and documents are in place.
- Carrying out the appointment and performance management of Greensand's CEO.
- Monitoring and evaluating Greensand's staffing structure(s).
- Monitoring health and safety across Greensand.
- 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:-

- Team work.
- Acting with integrity.
- Supporting Greensand in public and acting as an ambassador of Greensand and its schools.

Time Commitment

The Trust Board meets 6 times per academic year (once every half term). Meetings are usually scheduled to start at 18:00 on a Monday and last no more than 2 hours.

In addition to Trust Board meetings, Trustees also sit on at least one of our Central Committees (usually one which focusses on an area they have knowledge of or are particularly interested in);

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these Committees usually meet 3 or 4 times per year, and include the Education & Standards Committee, the Finance, Audit & Risk Committee, and the Pay & HR Committee.

We also ask our Trustees to act as a “link” between the Trust Board and the local governing boards of our schools (which we call School Committees, as they are also Committees of the Trust Board). The role of Link Trustee involves the Trustee ideally going to one School Committee meeting per term for the school to which they are assigned. This helps the flow of information from School Committees to the Trust Board (and vice versa), as well as helping to foster strong relationships within the Greensand Governance Community (GGC).

In addition to attending meetings, we ask that Trustees take the time to prepare for meetings, by reading papers in advance and preparing questions for the members of the executive team who will be at the meeting.

Finally, we ask Trustees to actively engage in training (both compulsory training – for example, safeguarding – and training to enable them to undertake their role as effectively as possible). To assist with this, we host termly Governance Training Events for our whole GGC, during which our Trustees meet with Governors, Members, Clerks and members of the central team to learn about the latest developments in education and governance, and to share best practice and ideas.

Additional Information

Academies are both charities and companies limited by guarantee. Greensand’s Trustees are therefore both charity trustees and corporate directors, and must comply with company and charity law. This includes Greensand registering Trustees as directors with Companies House.

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, please contact Greensand’s Lead Governance Professional, Maria Gorham.

Email: m.gorham@greensandacademytrust.co.uk

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

Please also find information about Greensand and our ten schools on our website:-

[Home | Greensand Multi-Academy Trust \(greensandacademytrust.co.uk\)](https://www.greensandacademytrust.co.uk)