

## **ROLE DESCRIPTION - TRUSTEE**

### **Trustees work together to carry out their core functions:**

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding the CEO to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent

Trustees are responsible for governing a charitable company and directing how it is managed and run. Trustees must also ensure that the Trust complies with all legal and statutory requirements, including the Academies Handbook. Trustees should seek the advice of the Board's Clerk/Governance Professional and other professional advice as appropriate.

### **The Board of Trustees' Strategic Responsibilities**

The Board of Trustees works closely with the Chief Executive Officer (CEO). Senior executive leaders are responsible for day to day operational management of the Trust and its schools, whereas the role of the Board is strategic. As such, Trustees are responsible for:

- determining the ethos, values and long-term ambitious vision for the Trust
- deciding the principles that guide Trust policies and approving key policies
- appointing and appraising the Chief Executive Officer and making pay recommendations
- working with the CEO to develop a strategy for achieving the vision
- ensuring that stakeholders are involved, consulted and informed as appropriate (this may be delegated to one of more committees and/or CEO)
- establishing and modelling a safeguarding culture
- ensuring that all schools in the Trust deliver a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- taking ownership of the Trust's financial sustainability and ensuring effective resource management across the Trust
- agreeing the Trust's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management policy and procedures are in place and that risk control measures are appropriate and effective

### **Monitoring and Evaluating Trust performance**

Trustees must monitor the priorities that have been set to ensure progress is being made by:

- measuring the Trust's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the Trust is operating effectively in line with these policies
- holding the CEO to account for standards, financial probity and compliance with agreed policies
- evaluating relevant data and feedback provided by the CEO and external reporting on all aspects of Trust performance
- asking challenging questions of the CEO in order to hold them to account



- ensuring that there are policies and procedures in place to deal with complaints effectively

### **Governance**

- ensuring that the Trust's governance structure meets the needs of the Trust
- agreeing clear financial and non-financial schemes of delegations, outlining the responsibilities delegated to the CEO and the responsibilities of the Board and committees

### **Contribution to the Trust Board**

Trustees should ensure that they make a positive and meaningful contribution to the Board by:

- attending meetings (typically 6 full Board meetings each year), reading, evaluating papers and questioning the information provided
- conducting themselves in accordance with the Trustee Code of Conduct
- establishing and maintaining professional relationships with the CEO and colleagues on the Trust Board
- getting to know schools within the Trust, including visiting occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis
- ensuring effective communication channels are in place

### **Duties as a Link Trustee**

Link Trustees are appointed to take the lead in an area of the Board's responsibilities or to help monitor a specific improvement priority.

The role of the Link Trustee is to:

- build effective working relationships with relevant staff
- monitor the implementation of relevant actions, policies and procedures and to report back to the Trust Board (including any recommendations for change)
- arranged focused visits to schools/learning walks such visits to be in accordance with the Member, Trustee and Governor Visits Policy
- be well informed in their assigned area of responsibility
- keep the Trust Board fully informed about issues and actions in their assigned area
- participate in relevant CPD to improve skills and knowledge