

Role profile for Trustees, Directors and Governors



2017 – 2018

1 Introduction

1.1 Trustees, directors and governors are responsible for the overall governance and strategic direction of The Trust; developing its mission and vision; its goals and objectives; and ensuring the continuing financial viability of The Trust and its family of academies – all in accordance with the constitution, the law and regulatory requirements. Day to day management is the responsibility of the Chief Executive Officer, the Primary and Secondary Directors and their staff.

2 Overall Purpose of the Trustees, Board of Directors and the Local Governing Bodies

2.1 The overall purpose of the trustees, board of directors, the local governing bodies is set out in the appropriate terms of reference together with details of composition, frequency of meetings, quorum requirements and a list of core functions which the board and local governing body has, some of which it cannot delegate.

3 Principal Duties of all Individual Trustees, Directors and Governors

3.1 To exercise independent judgment and to act only in the interests of the Trust and all stakeholders and not on behalf of any constituency or interest group.

3.2 To act in accordance with the constitution of The Trust and only exercise powers for the purpose for which they are conferred.

3.3 To act in a way that enhances the success of the Trust as a whole.

3.4 To exercise reasonable care, skill and diligence.

3.5 To avoid a situation where there is or may be a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the academies or The Trust.

3.6 To ensure that no benefit is accepted from a third party conferred by reason of being a trustee, director, governor or of doing (or not doing) anything as a trustee, director, governor.

3.7 To declare the nature and extent of any interest to the board or local governing body if in any way, directly or indirectly, interested in a proposed transaction or arrangement with the individual academy or The Trust.

3.8 Other than reasonable expenses, no compensation will be generally paid by the Trust to trustees, directors or governors.

3.9 At all times trustees, directors and governors must be aware of and adhere to the code of conduct which applies to them.

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4 Main Responsibilities of all Individual Trustees, Directors and Governors

- 4.1 To ensure that The Trust is managed efficiently, effectively and in line with the requirements of the law, the constitution, regulatory bodies and best practice.
- 4.2 To help develop and share in The Trust's mission and vision.
- 4.3 To uphold and demonstrate The Trust's values and the principles for which it stands.
- 4.4 To fully participate in the work of the board or local governing body (as appropriate) and, in particular, ensure that goals and objectives are set and that performance is monitored accordingly.
- 4.5 To participate as appropriate in the development of strategies and policies for approval by the board of directors to guide The Trust's work.
- 4.6 To comply and act within The Trust's policies and procedures and standing orders as set and amended from time to time by the board of directors.
- 4.7 To prepare for meetings and other events by reading the papers, seeking clarification where necessary.
- 4.8 To receive and consider reports prepared by staff, agents and advisers and question these to ensure that decisions are well founded.
- 4.9 To attend board and local governing body meetings regularly, participate fully in discussions and share responsibility within the decision making process.
- 4.10 To treat information labelled as confidential in confidence.
- 4.11 To pay particular attention to strategic and creative thinking when formulating strategy, policy, and standards; avoiding operational detail.
- 4.12 To debate in a proper, respectful manner, addressing only matters in hand, keeping contributions relevant and not making speeches.
- 4.13 To contribute to, share responsibility for, and uphold the decisions of the board of directors and/or local governing body irrespective of the position taken by an individual in debate or voting.
- 4.14 To ensure all decisions are made in the best interests of The Trust and federation as a whole and are not made owing a greater allegiance to any particular academy or interest.
- 4.15 To uphold the reputation of The Trust as a whole and not do anything which may bring discredit upon The Trust including the individual academies.

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4.16 To attend appropriate training and other events and represent The Trust or the individual academy as required.

4.17 To participate openly and honestly in collective and individual appraisals, skills audits and succession planning.

4.18 To ensure commitment to equality and diversity.

4.19 To uphold the code of conduct for trustees, directors and governors.

4.20 To promptly declare any relevant interests, financial or non-financial, to the company secretary for entry in the register, or the Chair of the meeting if a situation arises where there could be a conflict.

4.21 To commit to membership of various working groups, focus groups, panels etc. in support of the overall governance of The Trust.

4.22 To be as open in communication as possible; and to work effectively and maintaining good working relationships with members of the board of directors, governing body, panels and working groups.

4.23 To use electronic communication to send and receive information which supports the governance and business of The Trust (equipment, training and support can be provided on request).

4.24 To ensure and promote a continued growth and development culture and take part in annual appraisal and self-evaluation.

5 Accountability

5.1 To be highly accountable through the governance arrangements to a variety of stakeholders including parent/carers, students, local community partners, other strategic and operational partner schools, regulatory bodies including Ofsted, the Department for Education, and the Charity Commission if appropriate.

Next Review Date: November 2017