

INCLUSIVE | MULTI ACADEMY TRUST

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## TRUSTEE RECRUITMENT PACK



## ABOUT US

The Inclusive Multi Academy Trust was established in 2016 as a group of three primary schools working in collaboration as one charitable entity, to improve and maintain high educational standards and offer life opportunities for our children and the community as a whole.

Our schools all share the belief that a nurturing approach is at the heart of success. Happy children learn, happy staff thrive, happy parents build a community and that is what we strive to achieve.

As a Multi Academy Trust, we place high value in the word ‘trust’ and take it to mean ‘have faith or confidence’. We want you to trust our trust to inspire and nurture our children and their community to be the very best that they can be, to do this we offer some simple promises.

**We promise that children in the Inclusive Multi Academy Trust will:**

- feel welcome, valued and **safe**
- develop outstanding academic and social **skills**
- have fun whilst fostering an intrinsic love of learning
- **respect** and celebrate everyone's similarities and differences
- build lasting, healthy **relationships** and support networks
- engage with and contribute substantially to their local **community**



## CURRENT VACANCIES

The Trust Board is looking to appoint the following:

- a non executive director with strong experience in education. This is an ideal opportunity for an experienced headteacher/primary advisor/senior school leader looking to further develop and broaden leadership experience and governance skills
- a non-executive director with strong commercial business experience. This is an ideal opportunity for an experienced business or charity leader who looking to further develop leadership and governance skills

## ROLE SUMMARY

Trustees work together to carry out their core functions:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent
- ensuring the voices of stakeholders are heard
- making a strategic difference to the lives of children

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. Trustees should seek the advice of the board's governance professional and other professional advice as appropriate.

## OUR PLANS FOR THE FUTURE

Our pupils have experienced unprecedented disruption to their education as a result of coronavirus (COVID-19). Some of our pupils come from the most vulnerable and disadvantaged backgrounds and we know that these children will be among those hardest hit. The aggregate impact of lost time in education will be substantial. Our immediate short-term priority is focussing on this challenge.

### Short term priorities for the Trust are:

- Managing the safe return of pupils to school
- Understanding and supporting the reduction of the gaps in mental health, wellbeing and social learning
- Understanding and supporting the reduction of gaps in academic learning and ensuring the Government 'Catch Up Premium' is spent effectively
- Supporting staff wellbeing during this challenging period

### Longer term priorities are:

- Financial sustainability - Pupil numbers across the Trust need to be maximised to ensure we receive maximum income from the Government. Our schools are all operating with unfilled spaces. We must ensure that the schools in our Trust are 1st choice schools in their community
- Improving life chances and opportunities - Our aim is that our schools provide the very best education for our pupils, both socially and academically. We take a holistic view of the whole child, where we believe that through a nurturing approach and inspiring learning experiences our children develop into rounded individuals ready for the next stage of their life. All three schools are judged 'Good' by Ofsted
- Trust Growth - We are looking to grow our Trust. We want to work with schools who want to work with us and who share our values and our principles. This will provide further opportunities for collaborative partnerships which we know supports children's learning and staff development



## STRATEGIC RESPONSIBILITIES

The Board works closely with their executive team. Senior executive leaders are responsible for day to day operational management of the trust and its schools, w role of the board is strategic. As such, Trustees are responsible for:

- determining the mission, values and long-term ambitious vision for the Trust
- deciding the principles that guide Trust policies and approving key policies
- appointing and appraising the senior executive leader and making pay recommendations
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that stakeholders are involved, consulted and informed as appropriate
- 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 senior executive leader to account for standards, financial probity and compliance with agreed policies
- evaluating relevant data and feedback provided by senior executive leaders and external reporting on all aspects of Trust performance
- asking challenging questions of the senior executive leader in order to hold them to account
- ensuring that there are policies and procedures in place to deal with complaints effectively

## **TRUSTEE CONTRIBUTION**

Trustees should ensure that they are making a positive and meaningful contribution to the board by:

- attending meetings (typically 4 full board meetings each year and 4 committee meetings),
- reading papers and preparing questions for the executive leadership team in advance
- establishing and maintaining professional relationships with leaders and colleagues on the 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

## PERSON SPECIFICATION

Every Trustee is expected to abide by the Trusts Code of Conduct and the seven principles of public life set out by Lord Nolan: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The Board considers the following as essential skills and attributes for membership of the Board:

### Personal qualities:

- commitment to the ethos and values of the Inclusive Multi Academy trust
- commitment to the education and welfare of children and young people
- commitment to equal opportunities and the promotion of diversity
- independence of thought and sound judgment
- ability to work as part of a team
- commitment to seeking and taking account of the views of stakeholders (eg parents and pupils)
- respect for the work and views of other trustees and staff
- willingness to devote time, enthusiasm and effort to the duties and responsibilities of a trustee
- willingness to make and stand by collective decisions, even if s/he is offered an alternative view during discussions



**Aptitude and skills:**

- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ability to challenge current thinking, the method of governance and management of the Trust in a constructive manner and in the best interests of the Trust
- ability to evaluate and interpret management information and other data/evidence
- ability to play a strategic role to successfully effect change and meet the objectives of the Trust
- eagerness to reflect and learn, even in the role of trustee

**Desirable Knowledge/experience:**

Specific professional knowledge and experience in at least one of the following:

- charity law and governance
- educational leadership experience
- financial expertise expertise of school education in England
- data analysis and/or research expertise
- change management
- monitoring and evaluating performance in the commercial and/or not for profit sectors
- recruitment and human resources expertise, including employment legislation
- business development experience/expertise
- risk management experience/expertise
- property and estate management
- marketing, media and PR

## EXPENSES

Trustees receive out of pocket expenses incurred as a result of fulfilling their role as trustee. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.

## TIME COMMITMENT

The average time commitment is five to eight hours per month, This includes meetings, background reading and school visits. As well as Trust board meetings (4 per annum) , we have two committees which you may like to contribute to.

## TRAINING AND SUPPORT

There is no requirement for you to have any specific training to be a trustee. We have a strong induction process to help you get up to speed quickly, which includes access to all of the relevant and statutory training needed.

## LOCATION OF BOARD MEETING

Beech House, Gammons Lane, Watford, WD24 5TY

## APPLICATION PROCESS

If you are interested in applying for the role please send your CV and a short expression of interest to Sharon Carlyon, Chief Operating Officer, [sharoncarlyon@inclusivemat.co.uk](mailto:sharoncarlyon@inclusivemat.co.uk) by the 11th February 2021.

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