SGS Academy Trust

Trustee Role Description and Person Specification

Introduction

South Gloucestershire and Stroud Academy Trust (SGSAT) is a company, limited by guarantee, and an exempt charity. SGSAT was incorporated on 12 December 2014 Welcome to The SGS Academy Trust.

We consist of three unique schools:

SGS Berkeley Green UTC - Welcome to SGS Berkeley Green UTC

SGS Forest High School - Welcome to SGS Forest High School

SGS Pegasus School - Welcome to SGS Pegasus School

Students within our Trust are our number one priority and all staff, Local School Board members and Trustees work together with a common aim of providing a safe and vibrant learning environment in which all learners can reach their potential and have an enjoyable and positive time at school.

We are committed to improving access to education and delivering a high quality and broad educational experience across our Trust; the continued improvement of schools within our Trust is fundamental.

Our Purpose

We exist so that every child has the best education, and every community has the best school.

Our Priorities

1. Providing effective, inclusive and ambitious education.
2. Being an employer of choice and a community anchor
3. Securing our future as a thriving and growing school trust

Our Values

Inclusive – We want everyone in our Trust to feel they belong.

Ambitious – We want everyone in our Trust to fulfil their potential.

Fearless – We want everyone in our Trust to be true to themselves.

The Board of Trustees encourages the recruitment of Trustees from all sections of the community and applications are always welcomed from people of all cultural backgrounds with a range of skills and experience.

Trustee Responsibilities

Trustees are responsible for governing a charitable company and directing how it is managed and run. Trustees must also ensure that our Trust complies with all legal and statutory requirements.

Trustees are volunteers and the Board of Trustees work together to fulfil the purpose of our Trust Board:

- **Strategic leadership** – defining the vision, fostering our Trust's culture and setting the strategy.
- **Accountability and Assurance** – robust and effective oversight of Trust operations and performance.
- **Strategic Engagement** – oversight of relationships with stakeholders, ensuring decision-making is supported by meaningful engagement.

The Trust Board works closely with our Trust Leadership Team. The Trust Leadership Team is responsible for day-to-day operational management of our Trust and our schools, whereas the role of the Trust Board is strategic.

As such, Trustees are responsible for:

- Determining the mission, values and long-term ambitious vision for our 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 our Trust Leadership Team to develop a strategy for achieving the vision.
- Ensuring that stakeholders are involved, consulted and informed as appropriate.
- Ensuring that all schools in our Trust deliver a broad and balanced curriculum such that students are well prepared for the next stage of their education and adult life.
- Taking ownership of our Trust's financial sustainability and ensuring effective resource management across our Trust.
- Agreeing our 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 our Trust's impact and progress towards its strategic objectives.
- Ensuring the required policies and procedures are in place and our Trust is operating effectively in line with these policies.
- Holding the Trust Leadership Team to account for standards, financial probity and compliance with agreed policies.
- Evaluating relevant data and feedback provided by our Trust Leadership Team and external reporting on all aspects of Trust performance.
- Asking challenging questions of our Trust Leadership Team to hold them to account.
- Ensuring that there are policies and procedures in place to deal with complaints effectively.

Contribution to our Trust board

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

- Attending Full Trust Board meetings and Committee meetings. This involves reading papers and preparing questions for the Trust Leadership Team in advance.
- Using our Trust email and SharePoint system along with GovernorHub to communicate effectively with other Trustees, Local School Board members and our Trust Leadership Team.
- Establishing and maintaining professional relationships with our Trust Leadership Team, colleagues on the Board of Trustees, members of our Local School Boards and staff across our Trust.
- Getting to know schools within our Trust, including visiting during school hours.
- Undertaking induction training and developing knowledge and skills on an ongoing basis.

Working with our Local School Boards

Each of our schools has a Local School Board who are a committee of the Trust Board. As such Trustees are responsible for:

- Ensuring that our Trust's governance structure meets the needs of our Trust.
- Agreeing clear schemes of delegation, outlining the responsibilities delegated to our Trust Leadership Team and the responsibilities of the Trust Board and Local School Boards.
- Ensuring effective communication channels are in place.
- Developing effective working relationships with Local School Board members.

Expenses

Trustees are not entitled to payments to attend meetings or to cover loss of earnings. They are entitled to claim for expenses incurred because of carrying out the role. These include travel to and from Board or Committee meetings, fees for agreed attendance at conferences or other training events and other incidental costs in accordance with our Trust Expense Policy.

Eligibility

All Trustees will need to undertake a DBS check and Section 128 check before commencement of the role.

Commitment

A Trustees term of office is four years.

Our Trust has six Trust Board meetings per academic year which you will be expected to attend.

Our Trust has five committees, and you will be expected to join at least one of these. The committee meetings are as follows:

- Finance and Audit Committee with four meetings per academic year.
- Curriculum and Quality Committee with six meetings per academic year.
- Pay and Remuneration Committee with two meetings per academic year.
- Culture and Ethos Committee with six meetings per academic year.
- Three Local School Board committees. You will not be expected to attend these meetings, but you will be asked to link up with the Local School Board members throughout the year.

Additionally, you will be expected to make time to visit each of the schools and attend Strategy Days and Governance Conferences across the academic year.

There is also the need to undertake mandatory training each year alongside other training and development opportunities.

Trustee Person Specification

Trustees should be able to demonstrate the following:

- An interest in education and in providing learning and development opportunities for all children.
- A commitment to raising standards across all our schools.
- A willingness to devote the time required to fully engage with the role of a Trustee.
- An understanding of the role and the duties and responsibilities of a Trustee.
- The ability to act as a critical friend to our Trust Leadership Team and other Trustees.
- The ability to communicate effectively and express ideas and listen to others.
- The ability to work as part of a team and to stand by the collective decisions of the Board.
- A willingness to undertake appropriate induction and training and record this on GovernorHub.
- A commitment to the principles of equality and diversity.
- Adherence to the Seven Principles of Public Life which are: selflessness; integrity; objectivity; accountability; openness; honesty and leadership.