



RECRUITMENT AND APPOINTMENT PROCESS FOR TRUSTEES

1. Members of the Trust appoint Trustees of behalf of the Trust.
2. If the Members wish to take the initiative, they shall first ask the Trust Board to identify the skills currently required. Otherwise, the initiative to recruit Trustees to be led by the Trust Board.
3. The Trust Board to identify the skills set required using the Trust's skills matrix.
4. Members to be informed when Trustees are seeking to recruit, making available to Members the current skills matrix, general role descriptor, with an indication of the recruitment steps the Trustees propose to take.
5. Interested individuals to receive an information sheet on the role and general role descriptor.
6. Interested candidates to be subject to an interview by an ad hoc committee of Trustees – membership of the ad hoc committee being the Chair, Vice Chair and CEO.
7. Appointment recommendations from the ad hoc committee to be put to Members for their approval. Copies of the profile and/or CV of all candidates to be made available to Members.

Attached:

- (i) Information sheet on the role of a Trustee
- (ii) Trustee Role Description & Person Specification



INFORMATION SHEET ON THE ROLE OF A TRUSTEE

REIGATE LEARNING ALLIANCE

Reigate Learning Alliance (RLA) is a Multi-Academy Trust (MAT) founded in 2017. The establishment of RLA enabled Reigate College to continue its effective work with local schools in supporting them to raise standards and provide outstanding learning opportunities for students.

A MAT can comprise more than one education institution, or academy. However, Reigate College is currently the only academy within RLA.

The Trustees of RLA are both charity trustees (within Charities Act 1993) and company directors (under the Companies Acts) responsible for the general control and management of the administration of the Trust in accordance with the provisions in its Articles of Association.

The performance of the Trust is overseen by its Trust Board which includes up to 11 appointed Trustees.

TRUST BOARD AND TRUSTEES

The Trust Board must have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction;
- b) Holding the Executive to account for the educational performance of RLA's academies and the performance management of staff; and
- c) Overseeing the financial performance of the Trust and assuring value for money.

Various committees support the work of the Trust – the principal ones being the Finance & Resources Committee, the Audit & Risk Committee and the Local Governing Body for Reigate College. Trustees are expected to be a member of at least one committee.

The role of a Trustee is voluntary but involves a commitment to attend four Trust Board meetings a year plus an involvement in a Committee which generally meet once each term. Trustee meetings are normally held at Reigate College on a Tuesday, commencing at 17.30. The exception to this is the Local Governing Body for Reigate College that meets at 16.30.

Time also needs to be given to reading papers circulated for meetings. Induction is provided to all new Trustees and regular on-going training is made available. Trustees serve a term of office of 4 years and are allowed to serve two terms of office.

Trustees work positively with one another, debate the issues whilst maintaining a constructive atmosphere listening actively to a range of viewpoints. Trustees are seen as 'critical friends'

of the College's senior management team. New Trustees do not need to have been involved in education previously; the Trust Board benefits from the skills and experience of individuals from a wide range of professions and businesses.

The Trust is committed to equality and diversity and particularly welcome expressions of interest from those who would add to the diversity of the Board

If you are interested in the role, please email your CV, and a covering letter outlining your interest, to the independent Clerk to the RLA, Mr Jon Allen, jonallen777@me.com



TRUSTEE ROLE DESCRIPTION AND PERSON SPECIFICATION

BACKGROUND

Reigate Learning Alliance (RLA) is a Multi-Academy Trust (MAT) founded in 2017. The establishment of RLA enabled Reigate College to continue its effective work with local schools in supporting them to raise standards and provide outstanding learning opportunities for students.

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TRUSTEES' RESPONSIBILITIES

Trustees must advance education, for the public benefit and to take ultimate responsibility for the Trust's resources, the employment of staff, land and building matters and academy finances and funds. Trustees are responsible for ensuring that the Trust's funds are used only in accordance with the law, its Articles of Association, its funding agreement and the Academies Financial Handbook.

The Trust Board should have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and strategic direction;
- b) Holding the Executive to account for the educational performance of the Trust, and the performance management of staff; and
- c) Overseeing the financial performance of the Trust.

TRUSTEES' STATUTORY RESPONSIBILITIES & OBLIGATIONS

Trustees have statutory duties both as **charity trustees** and **company directors**.

Charity Trustees:

Academy Trustees are Charity Trustees. As such, they must comply with the following duties under charity law:

- ensure the charity is carrying out its purposes for the public benefit;
- comply with the charity's governing document and the law;
- act in the charity's best interests;
- manage the charity's resources responsibly;
- act with reasonable care and skill;
- ensure the charity is accountable.

Company Directors:

Trustees must also comply with their statutory duties as company directors, which are set out in the *Companies Act 2006*, s170 - 177. In practical terms, all Trustees need to be familiar with RLA's Articles of Association as well as their statutory duties under the Companies Act, which comprise the duties to:

- act within their powers;
- promote the success of the company;
- exercise independent judgment;
- exercise reasonable care, skill and diligence;
- avoid conflicts of interest;
- not to accept benefits from third parties; and
- declare any interest in proposed transactions or arrangements.

Obligations:

As an organisation, the Trust has a range of **obligations** under current legislation and statutory guidance. Trusts obligations include such matters as safeguarding, health and safety and estates management. Ensuring strong governance in these areas will be a key priority for the board.

Safeguarding

Trust Boards have a duty to:

- safeguard and promote the welfare of children;
- have regard to any statutory guidance issued by the Secretary of State;
- ensure the suitability of staff, supply staff, volunteers, and contractors; and
- follow DfE's general advice 'Protecting children from radicalisation, the prevent duty'.

Health & Safety

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and its regulations. Under the Act the Trust, as an employer, is responsible for the health and safety of its staff, pupils, and any visitors.

Estates Management:

The Trust's estate is both an asset and a mechanism to deliver outcomes for students. The DfE expects academy trusts to manage their school estate strategically and maintain their estate in a safe working condition.

PERSON SPECIFICATION

Trustees should be able to demonstrate:

- a) An interest in education and in providing learning and development opportunities.
- b) Commitment to raising standards and seeking the highest quality provision for learners.
- c) Commitment to the Trust and its Objects
- d) A willingness to devote the necessary time and effort to the business of the Trust.
- e) Strategic vision.
- f) An understanding of the role, in particular the distinction between governance and management.
- g) The ability and willingness to ask probing questions and to participate in robust debate.
- h) The ability to communicate effectively, to express ideas clearly and listen to others.

- i) The ability to work as a member of a team and to stand by the collective decisions of the board of trustees.
- j) The ability to act as a critical friend and to challenge and probe.
- k) A willingness to undertake appropriate training to develop an understanding of the schools, the trust and the role of a trustee.
- l) Commitment to the principles of equality and diversity.
- m) An interest in voluntary service to the community. (The role of a trustee is voluntary and unpaid, although external training and related travel will be paid for).
- n) Adherence to the seven principles of public life laid down by the Nolan Committee. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

RESPONSIBILITIES

Trustees hold responsibilities as follows:

- a) To pupils, parents and the wider school and local community.
- b) To the government, funding bodies and public for the use of public funds.
- c) To the Academies within the trust as their legal employer.

Specifically in relation to the following areas:

Governance

- a) Review of their governance including consideration of composition of the Trust Board in terms of skills, effectiveness, leadership and impact;
- b) Election of the Chair and Vice Chair of Trustees and appointment of the Chairs of Committees;
- c) Appointment and removal of a Clerk;
- d) Annual Review of the Scheme of Delegation;
- e) Changes to the Trust Board structure;
- f) Approval of the Terms of reference of the Committees;
- g) Compliance with requirements as outlined by the DfE, ESFA and Ofsted;
- h) Monitoring of the Risk Register to ensure actions are taken where necessary;

Strategy

To participate in the planning and setting of the Trust strategic direction to determine the following:

- a) The vision and ethos of the Trust;
- b) Clear and ambitious strategic priorities and targets;
- c) All students have access to a broad and balanced curriculum;
- d) The Trust's budget;
- e) Approving the Term dates for RLA academies and any changes to the school day;
- f) Trust property and estates related matters

Management Accountability

To hold members of the Trusts Executive Team to account by:

- a) Monitoring the performance and compliance with Ofsted standards, through review of Key Performance indicators and reports received.

- b) Ensuring effective policies and procedures are in place for effective arrangements for Safeguarding and promoting the welfare of Students.
- c) Asking challenging questions and ensuring these questions are responded to.
- d) Receiving results of Audit activities and understanding any remedial actions required and ensuring implementation.

Finance

Control and financial monitoring ensuring compliance with the Funding Agreement, Academy Handbook and Company and Charity regulations by:

- a) Ensuring good financial management and effective internal financial controls and management of risks;
- b) Regularly reviewing information on financial performance and ensuring any required plans are in place and implemented;
- c) Approving a balanced budget;
- d) Approving the annual report and accounts and ensuring they are audited by a statutory auditor and incorporate accounting policies approved by the Board of Trustees
- e) Ensuring the Trust is sufficiently insured including Trustees' indemnity insurance.

ELIGIBILITY

- a) Trustees will be asked to confirm their eligibility for appointment as a trustee and review this eligibility annually. Trustees hold responsibility to disclose to the Clerk, any information that may lead to their disqualification.
- b) Appointments will be subject to enhanced Disclosure and Barring Service (DBS) certificates.

TIME COMMITMENT

- a) To make all endeavours to attend all meetings of the Trust Board and any committees of which s/he is a member, and preparation time for such meetings.
- b) Available to attend appropriate induction and training and development events.
- c) A trustee's term of office is four years.

PRINCIPAL RELATIONSHIPS

- a) Chair of the Trust Board
- b) Other trustees and Members of RLA
- c) Trust Committees
- d) Chief Executive Officer and Executive Principal
- e) Director of Finance
- f) Clerk to the trust