



## **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.

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

### **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 Governance Professional;
- 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.

### **Ambassadorial Role:**

- a) Trustees represent the Board in an ambassadorial role by promoting the work of the Trust to the staff and student body, to the community the Trust serves, and with key partners such as the ESFA, DfE, and partner schools.

### **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 Governance Professional, 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) Governance Professional to the trust