



## Brook Learning Trust Trustee Role Description & Person Specification

This role presents a wonderful opportunity to be involved in shaping the life chances and experiences of young people across a range of academies and in a variety of contexts. Governance of an education institution is a role requiring high levels of energy, a critical mind and a strong moral purpose. Trustees are volunteers working at the very pinnacle of the governance model for our Trust. It is a role requiring a commitment to future generations of young people and the staff they work with.

### Overall Role

The Charity Commission defines Trustees as the people responsible for governing a charity and directing how it is managed and run. In multi-academy trusts (MATs), this means:

- **Holding executive leaders to account for the educational and financial performance of the Trust**  
The BLT Board creates robust accountability for executive leaders through rigorous analysis of performance data and financial information
- **Setting the Trust's vision and values, and the strategy for achieving this vision**  
The Trust's vision is focussed on pupil progress and achievement. Working with senior leaders, the Board sets strategic objectives to help the Trust reach its goals
- **Ensuring the Trust's financial success and probity**  
Trustees are responsible for ensuring that the Trust operates with regularity, propriety and on a value for money basis, using only the resources it has available

### Responsibilities - Trustees will:

- Develop the Trust's vision and strategy
- Ensure a central focus on the promotion of high educational standards
- Establish a culture which promotes staff and pupil wellbeing
- Ensure all pupils have access to a broad and balanced curriculum
- Monitor provision for pupils with special educational needs (SEN) and disabilities
- Monitor the educational performance of the Trust's academies, using a range of data sources
- Ensure stakeholders (parents, pupils, staff and members of the local community) are informed and consulted as appropriate
- Approve the budget for the Trust, its academies and other enterprises
- Monitor and evaluate the Trust's financial performance
- Agree the published admission number (PAN) of Trust academies
- Approve and review policies, and hold staff to account for their implementation
- Ensure the Trust is compliant with legal requirements, including that all statutory policies and documents are in place
- Carry out the appointment and performance management of the chief executive officer
- Monitor and evaluate the Trust's staffing structures
- Monitor health and safety across the Trust
- Work with those involved in local academy governance (Academy Councils), supporting and holding them to account

### Skills and Experience

#### Essential:

- Critical listening and the ability to ask effective questions
- Strategic thinking
- Excellent communication skills
- Problem solving and analysis

Desirable – skills or expertise in one or more of the following areas:

- Data
- Finance and/or accounting
- Human resources (HR)
- Education
- Leadership and management
- Risk management
- Property/estates management
- The law, particularly knowledge of charity law
- Marketing and communications

**Time Commitment** (this will vary per the committees and panels attended)

- The term of office of each trustee is four years
- **All trustees must attend at least four meetings of the full board each year**  
Meetings are held at one of the Trust academies and generally start at 6.00 pm
- All trustees sit on one Trust committee, chosen to match professional expertise and/or interest. Committees meet from three to five times a year at one of the Trust academies; meetings generally start at 6.00 pm
- Trustees will from time to time be called upon to sit on staff/student disciplinary panels
- Preparation for meetings, including reading papers and preparing questions for senior leaders
- Trustees are expected to undertake familiarisation visits to all Trust academies and to participate in any training required to enable the effective discharge of their duties

#### **Additional information**

All those appointed to the Board are expected to fulfil their duties in accordance with the seven principles of public life (the Nolan Principles); selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Trustees place what is best for the students at the heart of each and every decision, in line with the values of our Trust.

Multi academy trusts (MATs) are both charities and companies limited by guarantee: trustees are therefore both charity trustees and corporate directors and must comply with company and charity law. The Trust will register its trustees with Companies House as directors of the MAT. BLT Trustees will govern within the structure outlined in the Trust's Scheme of Delegation and be guided by the Nolan Principles of public life.

#### **BLT website**

[www.brooklearningtrust.org.uk](http://www.brooklearningtrust.org.uk)

If you would like to know more about becoming a Brook Learning Trust trustee, please get in touch with the Chair of Trustees, Ian Daker, via the Clerk to the Board, Alie Bird.

**Email: [birda@brooklearningtrust.org.uk](mailto:birda@brooklearningtrust.org.uk)  
Phone: 01580 712754 ext 277**