

Eastern Education Group Trust

Role Description and Person Specification for Committee Member

Role Description

The Trust Board is the highest decision-making body and is responsible for strategy, finance, estates, human resources, quality and reputation but most importantly for ensuring that all students have high quality of teaching, learning and assessment.

The Trust Board also discusses and decides about the future of its Schools and Colleges and their resources, and is responsible for the core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction.
- Holding senior leaders to account for the educational performance of the organisation, its pupils, and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

and delegates some core functions to its Committees in accordance with its scheme of delegation.

The role of the Committee Members is to support the delivery of the Committee's terms of reference and will often include duties to:

- Hold executive leaders to account for the educational performance and quality of the Trust, and for the performance of staff
- Exercise effective control to ensure that funds and assets are protected and legal obligations are met
- Ensure the Trust carries out its purpose for the public benefit
- Comply with the Trust's governing document and the law
- Ensure that the Trust's resources are managed responsibly
- Ensure the Trust is accountable
- To develop effective links within the community, communicating openly and frequently as appropriate and ensuring that the Trust's Schools and Colleges meets their responsibilities to the community and serves the community's needs in relation to the safeguarding and education of its students;
- Provide challenge and support to senior leaders including the CEO;
- Set the Trust's strategic and operational policies;
- Set and monitor performance benchmarks;
- Determine curriculum priorities;
- Set the overall Trust's budget;
- Monitor expenditure in accordance with appropriate authorisations;
- Ensure an effective risk management strategy;
- Ensure appropriate insurance or risk cover is put in place;
- Support a culture that develops staff including training programmes and opportunities for professional development;
- Approve site and asset management strategies;
- Approve any significant capital expense and building projects;

Person Specification

The key competencies required are:

- the ability to take a strategic view of the Trust, and to act in the long-term interest of its students.
- an understanding of and commitment to the Trust's Articles of Association, ethos and values;
- an understand the governance arrangements of the Trust and its scheme of delegation;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of governance members in company and charitable law;
- effective communication skills;
- the ability to make sound judgements;
- the ability and willingness to hold others to account for their professional practice;
- the ability to work as a team;
- able to attend meetings and to contribute to discussions and commit to agreed actions;
- respectful of the views of others and to be open to new ideas and thoughts;
- able to maintain confidentiality;
- able to act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Code of Conduct and Conflict of Interest policy;
- willing to support the Trust in public and act as an ambassador of the Trust; and
- committed to training and skills development.

Desirable competencies (not all to be held by a single individual):

- A record of continuous professional development;
- Educated to higher level in professional area of expertise;
- Experience of driving positive change;
- Experience in leadership and management;
- Professional experience in education/accountancy/finance/business/HR/marketing/law;
- Monitoring and evaluating performance in the commercial and/or not for profit sectors;
- An understanding of the use of data to assess the progress, strengths and weaknesses of an educational environment;
- An understanding of financial and workforce data;
- Strategic vision; and
- An ability to use financial workforce data to inform decision making.

Individuals must make the following declaration to serve as a Committee member:

I confirm that having read the Trust's Articles of Association to the best of my knowledge, I remain eligible to be a serve as Committee member of the Eastern Education Group Trust and will:

1. act in accordance with the Trust's Code of Conduct and the provisions of the Academies Trust Handbook;
2. immediately give notice, to the Governance Professional, in the event that I become disqualified from continuing to hold office as a result of bankruptcy restrictions or because of a conviction.

and I consent to:

- the processing of the information being held and processed about me in accordance with the General Data Protection Regulations 2018;
- the publication of my personal profile on the Trust's websites;

- the use of my photograph for publicity purposes, local and national, as well as the World Wide Web and for any other purposes as the Eastern Education Group Trust deem fit;
- sharing my contact details with other governance members of the Eastern Education Group.