

## Eastern Education Group Trust

### Role Description and Person Specification for Trustee

#### Role Description

The corporate management and responsibility for the Trust is vested in the Trustees, who will also be the company Trustees registered with Companies House.

Trustees are personally responsible for the actions of the Trust and its academies (schools and colleges).

Trustees are accountable to the Members of the Trust, the Secretary of State for Education and the wider community, for the quality of the education received by all students of the Academies and the expenditure of public money.

The Trustees are required, pursuant to the Funding Agreements to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust.

#### Trustees must:

- apply the highest standards of governance, taking full ownership of their duties
- ensure compliance with the trust's charitable objects, company and charity law, and with their funding agreement
- provide members with sufficient information to enable them to assure themselves that the board is exercising effective governance

#### and 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
- act with reasonable care and skill
- ensure the charity is accountable

#### and comply with their statutory duties as company directors 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

#### Specific Responsibilities of the Trust Board and the Trustees

The role of the Trust Board and the Trustees collectively is to:

- Determine the strategic vision and overarching strategic plan of the Trust and its Schools and Colleges;
- Provide strategic leadership and governance;
- Set and communicate the Trust's educational character, strategy and goals;

- Hold executive leaders to account for the educational performance and quality of the Schools and Colleges within 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;
- Act in the Trust's best interests;
- Ensure that the Trust's resources are managed responsibly;
- Act with reasonable care and skill;
- Ensure the Trust is accountable;
- To develop effective links within the Trust's community, communicating openly and frequently as appropriate and ensuring that the institution 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 Budget, including that of its Schools and Colleges;
- 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;
- Facilitate collaboration within the Trust to actively seek opportunities for best practice sharing and improving economic efficiencies;
- Consider the value for money of shared services and approve the deployment of resources within the Trust.

### **Person Specification**

The key competencies required are:

- the ability to take a strategic view of the Trust and the Board, and to act in the long-term interest of the 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 Trustees within 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 its Schools and Colleges;
- 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;
- An ability to use financial workforce data to inform decision making.

Individuals must make the following declaration to serve as a Trustee:

**I confirm that having read the Trust's Articles of Association to the best of my knowledge, I remain eligible to be a Trustee 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.
3. verify my identity with Companies House in order to act as a director and Trustee  
<https://www.gov.uk/guidance/verifying-your-identity-for-companies-house>

**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.