



## **Role Profile**

<b>Job Title:</b>	<b>Governor (Trustee), Acorn Academy Cornwall</b>
<b>Grade:</b>	Voluntary
<b>Responsible to:</b>	Members of the Acorn Academy Cornwall MAT Board
<b>Responsible for:</b>	The provision of education to children referred to the Multi Academy Trust (MAT) in accordance with local and statutory policies and guidance

## **INTRODUCTION**

Governing is a job – it just isn't paid!

It is perhaps even more important for voluntary jobs than for paid ones to be clear about the parameters, expectations and limitations. It is important that the job description allows Trustees varying types of commitment – there are many different ways of being a successful Trustee. This job description has no contractual status but is used as a tool for education and recruitment.

## **PURPOSE OF POST**

To share our ethos and values, striving for excellence by putting the learner first, and to support the Academy in its priorities to:

- improve the attainment and progress of all students in all subjects
- improve the educational opportunities for all students in all subjects
- improve the quality of the learning experience for all students in all subjects
- improve students' spiritual, moral, social and cultural development

This involves providing a strategic view for the Academy, acting as a critical friend and ensuring accountability.

## **RESPONSIBILITIES**

The individual Trustee has a responsibility, working alongside other members of the MAT Board, to the staff, parents and students of the Academy, and the wider community. They work closely with the Chair of the MAT Board – although there are no formal reporting arrangements beyond reporting to the Board and its Committees where Trustees have accepted specific roles, tasks or projects.

As part of the MAT Board, a Trustee is expected to:

Contribute to the strategic discussions at governing body meetings which determine:

- the vision and ethos of the Academy which centre around pupil progress and achievement;
- clear and ambitious strategic priorities and targets for the Academy;
- that all children have access to a broad and balanced curriculum;
- the Academy's budget, including the expenditure of the pupil premium allocation;
- the principles to be used by Academy leaders to set Academy policies.

Hold the senior leaders to account by monitoring the Academy's educational and financial performance; this includes:

- contributing to the strategic discussions which determine the Academy's development plan;
- considering all relevant data and feedback provided on request by Academy leaders and external sources on all aspects of Academy performance;
- asking challenging questions of Academy leaders;
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits;
- ensuring senior leaders have developed the required policies and procedures and the Academy is operating effectively according to those policies;
- approving the annual budget for the Trust and monitoring/evaluating its financial performance;
- acting as a link Trustee on specific issues, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant Academy priority;
- listening to and reporting to the Academy's stakeholders: pupils, parents, staff, and the wider community, including local employers;
- monitoring health and safety across the Trust;
- supporting a culture of high educational standards, which promote staff and pupil wellbeing

Trustees may from time to time be required to serve on panels to:

- appoint the members of the Executive Committee;
- set the Executive Committee pay and agree the pay recommendations for other staff;
- hear staff grievances and disciplinary matters;
- hear appeals about pupil exclusions

In order to perform this role well, a Trustee is expected to:

- get to know the Academy, including by visiting the Academy occasionally during Academy hours, and gain a good understanding of the Academy's need, strengths and areas for development;
- attend regular relevant training and development events;
- attend meetings (full governing body meetings and committee meetings) and read all the papers before the meeting;
- act in the best interest of all the pupils of the Academy;
- behave in a professional manner, as set down in the governing body's code of conduct, including acting in strict confidence;
- speak, act and vote in the best interests of the Academy;
- Represent the Academy within the local community;
- Represent the local community on the MAT Board;
- Act within the framework of the policies of the Academy and associated legal requirements
- adhering to the Academy model of governance as detailed in the Articles of Association



Trustees are also required to ensure the Academy staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD, and suitable premises, and that the way in which those resources are used has impact

The role of Trustee is largely a thinking and questioning role, not a doing role, and as you become more experienced as a Trustee, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g as a chair of a committee).

### **Time commitment:**

There are at least 3 meetings of the MAT Board per year, however time commitment may increase from that should a Trustee sit on a committee focused on an area they have knowledge of, or are particularly interested in; for example, the Finance Committee or Audit Committee.

The time commitment may also increase should a Trustee be required to sit on a hearing/disciplinary panel.

Preparation for meetings includes reading papers and preparing questions for senior leaders.

You will also be expected to undertake any training required to enable you to discharge your role effectively.

Trustees are also expected to visit the school while it is open to pupils

Under Section 50 of the *Employment Rights Act 1996*, if you are employed, then you are entitled to 'reasonable time off' to undertake public duties; this includes Academy governance. 'Reasonable time off' is not defined in law, and you will need to negotiate with your employer how much time you will be allowed.

### **Skills and experience**

Essential:

- Critical listening skills and the ability to ask effective questions;
- Strategic thinking;
- Excellent communication;
- Problem solving and analysis;
- Financial management/accounting knowledge;
- Knowledge and understanding of local requirements and issues (eg community, business)

Desirable:

- Understanding of data
- HR experience
- Knowledge of education
- Leadership and management
- Risk management
- Legal expertise, particularly knowledge of charity law

Acorn Academy Cornwall: a company limited by guarantee

Registered in England Company Number 08418341

Registered office: The Academy House, Nine Maidens, Four Lanes, Redruth, Cornwall, TR16 6ND



## **Additional information**

Academies are both charities and companies limited by guarantee. Academy Trustees are therefore both charity Trustees and corporate directors, and must comply with company and charity law. This includes the academy registering trustees with Companies House as a director.