

## The role of the school trustee



All schools rely on the willingness and goodwill of trustees to give their free time to help schools develop and implement developmental ideas.

The Governing Board works closely with the Headteachers to achieve high standards for all the school's students.

A Trustee's role can be described as being the critical friend of the school. Whilst being strong supporters and advocates of the school, it is essential that the Governing Board acts impartially in scrutinising the work of the school and bringing a parental, business and community perspective to the educational planning process. Trustees monitor and should challenge, ask questions and seek information.

A key part of the role is to help with the medium and long-term planning process. The development of a strategic plan is a shared responsibility of the Trustees and the school community.

In addition to Parent Trustees, who are elected by other parents whose children attend the same school as their own, there are other categories of trustee:

- Staff Trustee— elected by teaching/non-teaching staff;
- Community Trustees — appointed by members of the Board;
- Co-opted Trustees — appointed by members of the Board of The Headteacher

Apart from the full Governing Board, there are also a number of Committees with delegated authority. The Committees cover areas such as audit, curriculum, finance and general purposes, staffing and student welfare. Trustees will serve on at least one of these Committees in addition to the full Governing Board.

Trustees are encouraged to maintain strong links with staff and to work with departments. They are encouraged to visit the school. Such visits might include the following:

- Attending departmental meetings and departmental events (all trustees have a link role with an area of the school)
- Meeting with students
- Attending school events and social occasions

Being a trustee is a responsible, rewarding and sometimes time-consuming job. To help you decide, you may wish to speak to a current trustee or to the Headteacher. The following specific points may be helpful to you.

1. The term of office is currently four years.
2. Trustees should get to know their schools on a first-hand basis; will make decisions corporately which will influence and shape children's education; and, through their commitment, experience and skills, help schools to develop.
3. The kind of decisions that trustees make will include the following: setting suitable aims and the strategic framework for the Academy; agreeing educational priorities with the Headteacher and the staff; sharing with

the Headteacher and staff responsibility for the curriculum; ensuring that the agreed curriculum is taught and that targets for student achievement are set; setting and monitoring the budget; overall responsibility for staffing decisions; approving school policies; appointing school staff; preparing an annual report.

4. Trustees are expected to give up some time to the following: Attending meetings of the Governing Board at least once a term, twice in the autumn term; reading papers in preparation for these meetings; taking part in termly committee meetings, attending annual strategy days; serving on appointments and appeals panels from time to time; attending school functions; attending training and development sessions; keeping themselves informed of both national and local policies and priorities for education.

5. Trustees are strongly encouraged to participate in induction training and other training opportunities available as well as a range of online training including Prevent and Safeguarding.

6. Being a trustee is an opportunity for personal development and mental stimulation; the satisfaction of being part of a dedicated team; the opportunity to meet new people; interesting and rewarding work; fulfilment from helping young people.

7. The Academy governance is determined by the Articles of Association. However, academies are still subject to the law on employment, equalities, admissions and special educational needs and are required to follow the same rules over pupil exclusions as maintained schools; Academies have an Academy Trust which is responsible for the land and assets of an academy. Academy trustees are the direct employers of staff, have direct health and safety responsibilities, are the school's admission authority and are responsible for ensuring an annual external financial audit.

8. All academies are charitable companies limited by guarantee and as such have a Trust Board. The academy trust is responsible for the running of the academy and has control over the land and other assets. Any charitable Board has two groups involved in the corporate governance of the organisation: Directors and Members. It is usual for all existing trustees to become 'Directors' (also known as 'Trustees'). Some or all of the governing Board also become 'Members' of the Trust Board. Members have a number of additional statutory rights such as the right to appoint Directors and receive accounts.

All Trustees are appointed and/or elected subject to Disclosure & Barring Service checks and identity checks carried out by the school. Trustees, academy trust members, academy trustees will be published on the DfE Get information about schools' website. More information can be found at <https://www.get-information-schools.service.gov.uk/>

9. As an academy, Trustees serve as Trustees of the Hendon School Academy. Information about Trustees is published on the Companies House website and include:

- Full name (including title)
- Appointing Board (for example board, foundation, parents etc.)
- Date of appointment of Date term of office ends (or ended, if this was in the last year)
- Occupation

Further information can be found at <https://www.gov.uk/government/organisations/companies-house>