

Member of the Trust Board (Trustee/Director) – Role Description

Purpose of the Role

To provide strategic leadership, oversight and accountability for the Academy Trust as a charitable company limited by guarantee. Trustees (also known as Directors) are collectively responsible for ensuring high standards of governance, educational performance, financial probity and regulatory compliance across all academies within the Trust.

Trustees act in the best interests of the Trust and its beneficiaries (the pupils), ensuring alignment with the vision and charitable objectives of the BOA Trust.

Trustees are both:

- **Charity Trustees** under charity law, and
- **Company Directors** under company law.

They must therefore fulfil the duties and responsibilities associated with both roles.

Key Responsibilities

1. Strategic Leadership and Vision

- Define and uphold the Trust's vision, values and long-term strategy.
- Ensure clarity of mission and strategic direction across all constituent academies.
- Approve and monitor the Trust's strategic plan and key performance indicators.
- Promote a culture of high expectations, integrity, inclusion and continuous improvement.

2. Educational Performance and Standards

- Hold the Chief Executive Officer (CEO) and executive leaders to account for educational outcomes across the Trust.
- Ensure robust systems are in place to monitor school performance, quality of education, safeguarding and pupil wellbeing.
- Receive assurance that underperformance is identified quickly and addressed effectively.
- Ensure the Trust is prepared for inspection by Ofsted and other regulatory bodies.

3. Financial Oversight and Risk Management

- Ensure the Trust's financial sustainability and integrity.
- Approve annual budgets and monitor financial performance across the Trust.
- Ensure proper stewardship of public funds in accordance with the Academy Trust Handbook issued by the Department for Education.
- Oversee systems of internal control, audit and risk management.
- Ensure value for money and effective resource allocation across the Trust.

4. Governance, Compliance and Assurance

- Ensure the Trust complies with charity law, company law, funding agreements and all statutory obligations.
- Maintain oversight of safeguarding, health and safety, equality and employment compliance across the Trust.
- Appoint (and, where necessary, remove) the CEO.
- Oversee executive pay and performance management at Trust level.
- Ensure effective governance structures are in place, including delegation to Local Governing Bodies (LGBs).

5. Board Effectiveness and Culture

- Contribute actively to Trustee meetings and committees.
- Ensure the Board has an appropriate balance of skills, diversity and experience.
- Participate in Trustee self-evaluation and governance reviews.
- Uphold and model the Trust's Code of Conduct and ethical standards.
- Maintain constructive, professional relationships with Members, Trustees, LGB Chairs and executive leaders.

6. Stakeholder and Public Accountability

- Safeguard the Trust's reputation and act as an ambassador when appropriate.
- Ensure transparent communication with stakeholders, including parents, staff and the wider community.
- Approve statutory reports and accounts and ensure accurate reporting to regulators.

Person Specification

1. Essential Attributes

- Commitment to the Trust's vision and values.
- Strong sense of integrity, accountability and public service.
- Strategic thinking and ability to focus on long-term outcomes.
- Willingness to offer appropriate challenge and hold leaders to account.
- Ability to work collaboratively within a collective decision-making body.
- Sound independent judgement.

2. Skills and Experience

Trustees should collectively bring a broad range of expertise. Individual Trustees may have experience in areas such as:

- Senior leadership or executive management.
- Education and school improvement.
- Finance, audit or risk management.
- Legal or regulatory compliance.
- Human resources and organisational development.
- Estates, capital development or operations.
- Marketing, communications or community engagement.

Prior governance experience is desirable but not essential; training and induction will be provided.

Legal Duties of Trustees / Directors

Trustees must:

- Act within their powers.
- Promote the success of the Trust.
- Exercise independent judgement.
- Exercise reasonable care, skill and diligence.
- Avoid conflicts of interest and declare any that arise.
- Ensure the Trust's resources are used solely to further its charitable objects.

Collective Responsibilities

- Adhere to the Trust's Code of Conduct.
- Maintain confidentiality where required.
- Participate in induction, ongoing training and governance development.
- Undertake committee membership where appointed (e.g., Audit & Risk, Finance, Standards).
- Support a culture of transparency, inclusion and ethical leadership.

Time Commitment

The role requires a consistent commitment throughout the year, including:

- Attendance at full Board meetings (typically 4–6 per year).
- Participation in at least one committee (where applicable).
- Reading and preparation time for meetings.
- Attendance at strategy days, training and occasional Trust events.
- Availability for urgent decisions where required.

Accountability

Trustees are accountable collectively to the Members of the Trust and ultimately to the Secretary of State for Education through the Trust's funding agreement with the Department for Education.

Trustees serve in a voluntary capacity (unless otherwise specified) and carry significant responsibility for ensuring the Trust delivers high-quality education and strong governance across all academies within the BOA Trust.