



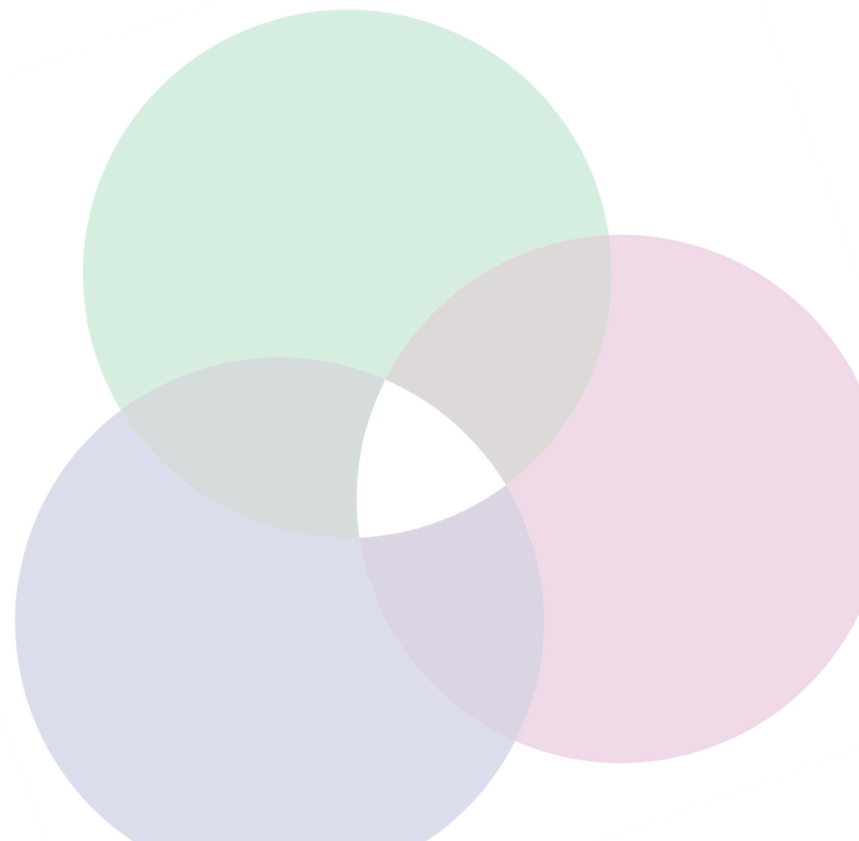
Affinity
Learning Partnership

Where everyone belongs,
progresses and thrives.

Trustee vacancies at Affinity Learning Partnership

Welcome to governance at Affinity Learning Partnership. Thank you for considering taking on this important role that makes such a difference to the lives of our pupils, staff and local communities.

The aim of this document is to give you a better understanding of what it means to be a Trustee and what might be expected of you.



About Affinity Learning Partnership

Formed in 2015, our multi academy trust comprises of four primary and three secondary schools based in Staffordshire and Derbyshire, educating approximately 5,500 children and young people between the ages of 3 and 19.

The seven academies in our Trust are: The de Ferrers Academy, Eton Park Junior, Horninglow Primary, Lansdowne Infants, The Pingle Academy, Granville Academy and Richard Wakefield C.E. Primary Academy.

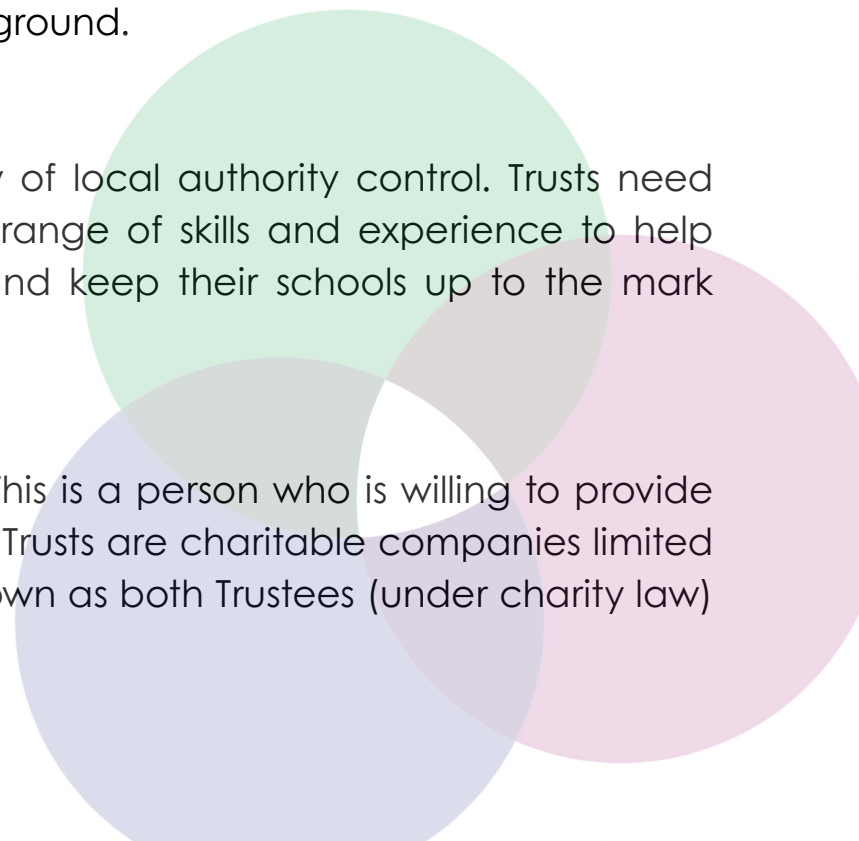
Our Trust believes that all children and young people in its care should have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background.

Trustees

Academy trusts are exempt charities which are run independently of local authority control. Trusts need non-executives (known in charity law as trustees) to bring a wide range of skills and experience to help guide strategy, ensure their ambitions can be soundly financed and keep their schools up to the mark delivering for their students.

The role of a Trustee/Director

This particular document focuses on the role of a Trustee/Director. This is a person who is willing to provide their time on a voluntary basis to sit on the Trust Board. All Academy Trusts are charitable companies limited by guarantee. Consequently, those sitting on the Trust Board are known as both Trustees (under charity law) and Directors (under company law).



The role of the Trust Board

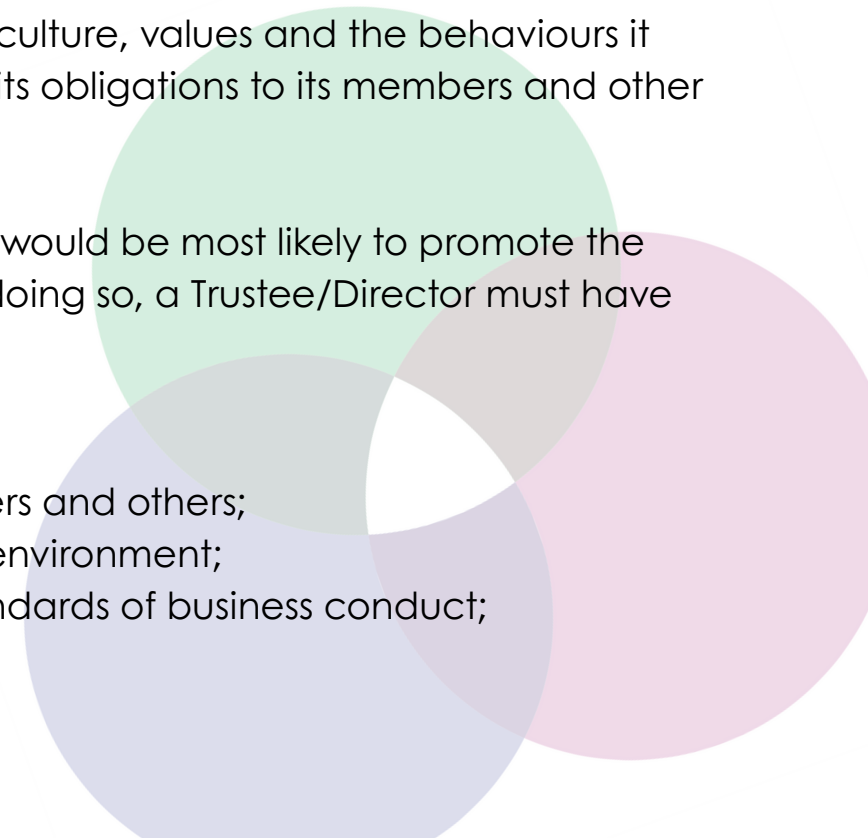
The Trust Board is responsible under the Trust's Articles of Association (available on our website) for controlling the management and administration of the Trust. They have responsibility for directing the Trust's affairs and for ensuring the Trust remains solvent, well run and delivers its charitable outcomes.

The Trust Board as a whole is collectively responsible for the success of the Trust. The Board's role is to:

- provide entrepreneurial leadership of the Trust within a framework of prudent and effective controls which enables risks to be assessed and managed;
- set the Trust's strategic aims, ensure that the necessary financial and human resources are in place for the Trust to meet its objectives and review performance; and
- develop and promote its collective vision of the Trust's purpose, culture, values and the behaviours it wishes to promote in conducting its operations and ensure that its obligations to its members and other stakeholders are understood and met.

All Trustees/Directors must act in a way they consider, in good faith, would be most likely to promote the success of the charity for the benefit of its members as a whole. In doing so, a Trustee/Director must have regard (among other matters) to:

- the likely consequences of any decision in the long term;
- the interests of the Trust's employees;
- the need to foster the Trust's relationships with suppliers, customers and others;
- the impact of the Trust's operations on the community and the environment;
- the desirability of the Trust maintaining a reputation for high standards of business conduct;
- the need to act fairly.



Trustees (or non-executive directors) are both charity trustees and company directors of the academy trust; their role is to hold to account the executive and senior leadership team. The board of trustees manages the business of the academy trust and may exercise all the powers of the trust. The trustees ensure compliance with the trust's charitable objects and with company and charity law.

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- the need to act fairly.

In addition to these requirements the role requires a Trustee/Director to:

- Make sufficient time available to discharge their responsibilities effectively. The Trust Board meets at least 6 times per year, usually in the evenings. Agendas and supporting documents are sent out at least 7 days prior to any meeting to give Trustees/Directors sufficient time to prepare for the meeting ahead.
- Uphold high standards of integrity and probity and support the Chair and Senior Leaders in instilling the appropriate culture, values and behaviours in meetings of the Trust Board and beyond.
- Scrutinise the performance of Senior Leaders in meeting agreed goals and objectives and monitor the reporting of performance.
- Satisfy themselves that financial information is accurate and that any financial controls and systems of risk management are robust and defensible.
- Not do anything that would cause them to be disqualified from acting as a Trustee/Director

Strategic v Operational

The role of the Trust Board is a strategic one. For example, it is the Board's role to set the vision of the organisation. The Chief Executive and the Trust Team will then draw up a plan to implement the vision. The Trust Board hold the Chief Executive to account for achieving the vision. Whatever personal or professional experience a Trustee/Director has, they should not be tempted to stray into the operational. 'Eyes on, hands off' is a phrase that is often used.

Person Specification

Applicants should have an extensive and demonstrable background in senior leadership roles, with strategic vision and knowledge of the non-executive director role. Applicants are expected to be able to demonstrate the seven principles of public life set out by Lord Nolan ("The Nolan Principles").

We welcome people with a range of experiences and skill sets, and are particularly interested in recruiting trustees with a background in Human Resources, Special Educational Needs (SEND), or Law.

Time commitment

Trusteeship is a voluntary, unpaid role for people who have the energy and skills to make a real contribution to shaping the future of our schools. Board meetings are typically held 5 times a year, with additional committee meetings and academy visits forming part of the annual calendar. This translates to a commitment of around 6 hours per term, minimum.

Location of board meetings

All board meetings will be held at the Trust Head Offices which are located on the Trent Campus of the de Ferrers Academy (St Mary's Drive, Burton on Trent, DE13 0LL). Please note applicants should live within a reasonable travelling distance of at least one of our trust academies and/or have a link with an academy's local community.

Training

There is an annual Training Programme in place across the Trust which provides both online and face to face training in a number of areas. Induction training and safeguarding training are mandatory for all Trustees and Governors during their first year. Thereafter all Trustees are encouraged to participate in any relevant training that will assist with their development.

Code of Conduct

All Trustees must act in the best interests of all students within the Trust and behave in a professional manner, as set out in the Trust's Code of Conduct.

Confidentiality

The Trust Board will be privy to a lot of confidential information. During meetings items may be discussed that will remain confidential and should not be discussed outside of the meeting.

Sources of Information

All those involved in governance at Affinity Learning Partnership will be made a member of the National Governance Association www.nga.org.uk who provide a lot of useful guidance and information.

Applications to the Trust

If you are interested in the role of Trustee or have any other queries, please contact Clare Hodson-Walker, Trust Governance Manager, via email: chodson-walker@affinitylp.co.uk or phone: 01283 372615.

Legal Notice

Trustees will be required to provide two references.

The Trust is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.