



PYRAMID
SCHOOLS TRUST

Working in partnership, so future generations achieve, belong and contribute

Trustee Job Description

The role of The Pyramid Schools Trust Trustee

Academy trustees are volunteers. The Charity Commission defines trustees as the people responsible for governing a charity and directing how it is managed and run.

The three core functions of the board of trustees are to:

- Ensure clarity of vision, ethos and strategic direction

This means that you need to make sure your trust has a clear idea of what it wants to achieve, and a plan for how to achieve it

Your role is to help set and embed your trust's vision, ethos and strategy, and use these to monitor how the trust is doing

- Hold executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff

This means you need to make sure that trust leaders are using their professional judgement properly and managing the performance of staff and pupils effectively
You also need to make sure that the information you get from your trust leaders is accurate

- Oversee the financial performance of the organisation and make sure money is well spent

Your role here is to monitor your trust's finances and make sure the trust is achieving value for money.

Ultimately, you need to be sure that public money is spent correctly in the best interests of your pupils

Responsibilities

- Develop the trust's vision and strategy
- Establish a culture of high educational standards, which promotes staff and pupil wellbeing
- Set the trust's strategic aims and objectives
- Make sure all pupils have access to a broad and balanced curriculum
Monitor provision for pupils with SEND
- Monitor educational performance of the trust's academies, using a range of data sources
- Ensure stakeholders (parents, pupils, staff and the local community) are informed and consulted as appropriate
- Approve the budget for the academy trust and, where relevant, for academies within the trust
- Monitor and evaluate the trust's financial performance
- Approve and review trust policies, and hold staff to account for their implementation
- Ensure the trust is compliant with legal requirements, including that all statutory policies and documents are in place
- Make sure the trust complies with laws that apply to charities and companies, and with its funding agreement
- Carry out the appointment and performance management of the chief executive
- Be a source of challenge and support to the chief executive
- Monitor and evaluate the trust's staffing structure(s)
- Monitor health and safety in the academy/across the trust
- Work with those involved in local academy governance, supporting and holding them to account

Person Specification – Trustee

Essential	Desirable
Critical listening and ability to ask effective questions	Understanding of data
Strategic thinking	Finance and/or accounting
Excellent communication	knowledge HR experience
Problem-solving and analysis	Knowledge of education
	Leadership and management
	skills Risk management skills
	Legal expertise, particularly knowledge of charity law
	Marketing and communications skills

Benefits for you:

New skills you will gain:

- Strategic planning
- Experience on a board
- Holding senior leaders to account and ability to provide challenge
- Finance, and maintaining oversight of multi-million pound budgets
- Analysing data
- Human resources and performance management
- Project management
- Marketing
- Communication and teamwork
- Decision making
- Problem solving
- And above all, the opportunity to make a positive difference to the lives of young people in our community

Time commitment

The time commitment for the trustee role will vary. However, all trustees must attend at least three meetings of the full board per year and three additional committee meetings. The term of office is four years.

Usually trustees sit on a committee focused on an area they have knowledge of, or are particularly interested in; for example, the Finance Committee.

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 schools while they are open to pupils, at least once per year.

Additional information

Academies are both charities and companies limited by guarantee. Academy trustees are therefore both charity trustees and company directors, and must comply with company and charity law.

If you have any questions about this, or would like know more about becoming an academy trustee, you can get in touch with the chair of trustees by contacting the

Clerk email: gharrison@pyramidschoolstrust.org