



TRUSTEE

Endeavour MAT Trust Board

ROLE DESCRIPTION

Trustees work together to carry out their core functions:

- Ensuring there is clarity of vision, ethos and strategic direction.
- Holding executive leaders to account for the educational performance of the organisation and its students and the performance management of staff.
- Overseeing the financial performance of the organisation and making sure its money is well spent.

PRINCIPAL RESPONSIBILITIES & DUTIES

Strategy

- Developing the strategy by which the Trust aims to fulfil its charitable purpose.
- Establishing clear objectives to deliver the agreed plans and strategy to meet the Trust's objects in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives.
- Working with the CEO (Chief Executive Officer) to promote and maintain high quality and safe teaching and educational attainment.
- Holding the CEO and COO to account for the effective management and delivery of the Trust's strategic aims and objectives, where appropriate.
- Promoting and developing the Trust in order for it to grow and maintain its public benefit.
- Recognising the situation when it may be more appropriate to wind up the Trust or to join another Trust.
- Analysing and contributing positively to the strategic development of long-term plans for the Trust, individual schools and students and parents.
- Actively participating in discussions on the strategic development of the Trust.
- Contributing to and informing the vision of the Trust to capitalise on the freedoms it enjoys as a result of its status.
- Contributing to constructive debate regarding the strategic development of the Trust and any other material and significant issues facing the organisation.

- Safeguarding the reputation of the Trust.
- Building and maintaining close relations between the Trust's various constituencies and stakeholder groups to promote the effective operation of the Trust's activities.
- Ensuring that strategies and actions approved by the Trust Board are implemented effectively by the CEO, COO and the executive team.
- Agreeing an effective communication strategy that includes the needs of staff, students, parents and other stakeholders.
- Representing the Trust at functions, meetings and in the wider media, in line with the Trust's agreed media strategy.
- Promoting the Trust and its work to fulfil its charitable objects and provide public benefit.
- Agreeing the Trust's values and ensuring that they are reflected in the conduct and activities of the organisation and those who work for it.
- Setting the tone for the Trust through leadership, behaviour and performance.

Compliance

- Ensuring that the Trust complies with its Articles of Association, its funding agreement with ESFA, charity, company and education law and any other applicable legislation and regulations including safeguarding and fundraising, where relevant.
- Working to achieve the purpose of the Trust and to pursue the charitable objects and provide public benefit.
- Providing effective financial oversight to ensure value for money of public resources.
- Ensuring the effective and efficient administration of the Trust and its resources.
- Striving for good practice in good governance.
- Managing and using the Trust's resources so as to optimise impact and the delivery of the charitable objects.
- Maintaining the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the Trust.
- Ensuring that financial controls are robust and that the board is kept fully informed through timely and relevant information.
- Identifying and assessing risks and opportunities for the Trust, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these.
- Ensuring that those working on behalf of the Trust, including third parties, abide by the standards which the Trust sets and by the relevant requirements of legislation.
- Participating in the appointment of the CEO, COO and other senior leaders, as appropriate.
- With the assistance of the Company Secretary, promoting the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory requirements

and good practice such as the DfE's Guide to Governance and Academy Trust Handbook where appropriate.

- Taking appropriate professional advice in all matters where there may be a material risk to the Trust, or where the Trustees may be in breach of their duties.
- Upholding the values of the Trust by example, and to ensure that the organisation promotes equality and diversity for all its stakeholders.

Performance Monitoring

- Ensuring the effective implementation of Trust Board decisions by the CEO, COO and the executive team, where appropriate.
- Acting as a critical friend to the CEO, COO and the executive team.
- Focusing on school improvement.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the CEO, COO and, where applicable, other members of the executive team.
- Setting challenging objectives for improving performance and monitoring performance against those targets.
- Paying due regard to ensure that any key performance indicators (KPIs) are in alignment with the ethos of the Trust and culture it promotes.

Board Activities

- Upholding the highest standards of integrity and probity, adhering to the Nolan Principles and observing the recommended practice of Principle 3 of the Charity Governance Code relating to integrity.
- Participating fully in the work of the Trust Board, ensuring the collective responsibility of the Trust Board by attending and possibly chairing committees, local governing bodies and ad hoc meetings of the Trust Board.
- Participating in a board induction, any training and other evaluation identified as an individual and as part of the board or committee.
- Maintaining the Trustees' commitment to board diversity, renewal and succession management, in line with the Trust's articles of association and/or current good practice.
- Undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process.
- Maintaining absolute confidentiality about all aspects of the Trustees' business, bearing in mind the overriding legal obligations placed upon Trustees.

PERSON SPECIFICATION

The following characteristics, knowledge and experiences (or commitment to gain them) would be advantageous to the role of a Trustee:

- a high level of understanding and interest in education;
- a commitment to the values and principles of the Trust;
- strong business and financial acumen;
- experience of committee work;
- highly developed interpersonal and communication skills;
- ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems;
- sound, independent judgement, courage, common sense and diplomacy;
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of Trustees;
- sound knowledge of charity governance, and sufficient time and commitment to fulfil the role;
- resilience;
- ability to listen to and welcome alternative opinions and experiences;
- flexibility in thinking; and
- a desire to implement the highest standards of governance.

Additional Information

The time commitment for the role will vary. All Trustees must attend at least six meetings of the Trust Board per year and the term of office is four years. On average, the expected commitments will be around 36 hours per year for the preparation and attendance at Trust Board meetings.

Preparation for meetings includes reading papers and preparing questions.

Usually, Trustees sit on a committee focused on an area they have knowledge of, or are particularly interested in; for example, the Finance, Resources, Audit & Risk Committee. Committees meet three times a year.

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

If you have any questions, or would like to know more about becoming a Trustee, please contact the CEO via:

Email: info@endeavour-mat.co.uk

Phone: 01322 250285

Application Process

To Apply: Complete the online application process by clicking here [Recruitment \(accessacloud.com\)](#). You will have the option to upload your CV during the application process.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS (Disclosure and Barring Service) check.