

TRUSTEE ROLE DESCRIPTION

Purpose

Trustees work together to fulfil the purpose of the Board of Trustees:

- strategic leadership – defining the vision, fostering the One Trust culture and setting the strategy
- accountability and assurance – robust and effective oversight of Trust operations and performance
- strategic engagement – oversight of relationships with stakeholders, ensuring decision-making is supported by meaningful engagement

Trustees are responsible for governing a charitable company (HISP Multi Academy Trust Limited) and directing how it is managed and run. Trustees must also ensure that the Trust complies with all legal and statutory requirements.

Strategic Responsibilities

The Trust Board works closely with the CEO and the Executive Leadership Team. Executive Leaders are responsible for day-to-day operational management of the Trust and its schools. The Trust Board is responsible for the strategic management of the Trust and its schools. As such, Trustees are responsible for:

- determining the mission, values and long-term ambitious vision for HISP
- deciding the principles that guide Trust policies and approving key policies
- appointing and appraising Executive Leaders and making pay recommendations
- working with Executive Leaders to develop a strategy for achieving the vision
- ensuring that stakeholders are involved, consulted and informed as appropriate
- ensuring that all schools in HISP MAT deliver a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- taking ownership of the Trust's financial sustainability and ensuring effective resource management across the trust
- agreeing the Trust's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management policy and procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating trust performance

Trustees must monitor the priorities that have been set to ensure progress is being made by:

- measuring the Trust's impact and progress towards its strategic objectives

- ensuring the required policies and procedures are in place and the Trust is operating effectively in line with these policies
- holding the Executive Leaders to account for standards, financial probity and compliance with agreed policies
- evaluating relevant data and feedback provided by Executive Leaders and external reporting on all aspects of trust performance
- asking challenging questions of the CEO and Executive Leadership Team to hold them to account
- ensuring that there are policies and procedures in place to deal with complaints effectively

Contribution to the Trust Board

Trustees should ensure that they make a positive and meaningful contribution to the board by:

- attending 6 Trust Board meetings, reading papers and preparing questions for the Executive Leadership Team in advance
- being a committee member on at least one of the Trust Board's four committees which include with are Finances & Resources, Audit & Risk, Education & Standards and People, Pay & Culture. The Committee meeting between 3 and 6 times a year, in addition to Trust Board meetings
- establishing and maintaining professional relationships with Executive Leaders and colleagues on the Trust Board
- getting to know schools within the trust, including visiting occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis
- Being a Link Trustee for one of the Trust's schools

Local Governance arrangements

Each of the Trust's schools has a local governing body known as an Academy Committee. Trustees are responsible for:

- ensuring that the Trust's governance structure meets the needs of the Trust
- agreeing clear schemes of delegation, outlining the responsibilities delegated to the Executive Leadership Team and the responsibilities of the Trust Board and Academy Committees
- ensuring effective communication channels are in place