



**Liberty Primary School
West Yorkshire
Leeds**

Trustee Role Description

Trustees are a type of school governor and form the board of trustees for Liberty School. Their primary responsibilities include managing the school's strategy and financial matters within the Trust. Many individuals discover that serving as a trustee is a rewarding way to contribute to their community. Additionally, it allows them to enhance their skills and acquire experience in a non-executive director role.

Location	Board meetings to be held at school or online / hybrid via Microsoft Teams
Hours	Attend six board meetings per year Undertake assurance visits as required Attend up to six committee meetings per year
Term of Office	Four Years/Open for review
Salary Range	Voluntary

Job purpose

Trustees oversee the management and administration of the Trust. Due to a potential conflict of interest, elected members must not be affiliated with a political party.

The ideal trustee embodies a strong commitment to Christian values and a genuine love for people, fueled by a passion for education. This role is about inspiring positive change in the younger generation, empowering them to reach their full potential and shaping a brighter future filled with hope and opportunity.

Governance

The corporate management and trustee responsibility for the Trust is vested in the Trustees, who will also be the company directors, registered with Companies House. The Trustees are personally responsible for the actions of the Trust. They are accountable in varying degrees to a range of stakeholders, including service users, the Members of the Trust, the Secretary of State for Education, the Charity Commission, Companies House, and the broader community, for the quality of education received by all pupils and the expenditure of public money.

Trustees must comply with the trust's charitable objects, with company and charity law, and with the funding agreement and have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the Trust.

Specific responsibilities of the Trust Board and the Trustees

The trustees should focus on the three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders accountable for the educational performance of the organisation and its pupils, and the performance management of staff;
- Overseeing and ensuring adequate financial performance.

In addition to the three core functions, the role of the Trust Board and the trustees collectively is to:

- Act within the confines of the relevant governing documents;
- Provide strategic leadership, continually striving for best practice in governance;
- Ensuring that the Trust meet its responsibilities concerning the safeguarding and education of its pupils;
- Develop and decide strategic and operational policies;
- Oversee shared services and resources;
- Oversee the implementation of Trust strategic plans;
- Set and monitor performance benchmarks;
- Uphold the fiduciary duty;
- Monitor expenditure under appropriate authorisations;
- Develop and implement a risk management strategy;
- Ensure the Trust complies with its legal obligations;
- Determine the Trust's reserves/contingency policy;
- Ensure that appropriate insurance or risk coverage is in place.
- Undertake recruitment and performance management of the headteacher;
- Support the development and building of leadership and governance capacity;
- Approve site and asset management strategies;
- Oversee any significant capital expenditure and building projects;
- Approve all funding applications;
- Act as a decision maker for all appeals.

Core Competencies

The following core competencies and skills expected of the Trustees are that they will:

- Work as a team;
- Attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- Be respectful of the views of others and be open to new ideas and thoughts;
- Treat all confidential information confidentially;
- Act with integrity, avoiding any personal conflicts of interest and complying with the Trust's Conflict of Interest policy;
- Develop a deep understanding of the vision and ethos of the Trust and the roles played by all individuals in the fulfilment of the Trust's mission;
- Understand the policies and procedures of the Trust;
- Support the Trust in public and act as an ambassador of the Trust;
- Commit to training and skills development;
- Be ready to ask questions;
- Be focused on problem-solving and be ready to learn from past experiences;

- Adhere to the Nolan Principles in their conduct.

Trustee Person Specification

Personal qualities and values:

- A desire to create positive change for young people;
- A commitment to the aims and objectives of the school's Trust;
- A willingness to devote time and effort;
- An ability to work effectively as a team while contributing an independent perspective;
- An ability to build productive and supportive professional relationships;
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- A commitment to equal opportunities and anti-discriminatory practice;
- A commitment to safeguarding young people;
- Reliability and integrity.

Education and training:

- A record of continuous professional development;
- Educated to a higher level in the professional area of expertise.

Experience:

- Experience of driving positive change;
- Experience in leadership and management;
- Professional experience in education / accountancy/ finance / business / HR / marketing / law.

Knowledge:

- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship;
- An understanding of the use of attainment and other data to assess the progress, strengths and the weaknesses of an educational environment;
- An understanding of financial and workforce data.

Skills:

- Strategic vision;
- An ability to think creatively;
- Good, independent judgement;
- An ability to use financial and workforce data to inform decision-making.

Legal Requirements:

Individuals who are not able to make the following declarations may not serve as a Trustee:

- I am not disqualified from acting as a charity trustee;
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as "spent");
- I have not been involved in tax fraud or other fraudulent behaviour, including misrepresentation and/or identity theft;
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance;
- I am not an undischarged bankrupt;
- I have not made compositions or arrangements with my creditors from which I have not been discharged;

- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
- I have not been disqualified from serving as a company Trustee;
- I am not included in the list kept by the Secretary of State for Education under s. 1 of the Protection of Children Act 1999 (or equivalent), or have ever been disqualified from working with children or serving on the governing body of a school;
- I can provide a valid Disclosure and Barring Service Certificate under the Protection of The Freedom Act 2012, which does not disclose any reason why I should be unsuitable for working with children