

## ROLE PROFILE FOR SCHOOL TRUSTEES

At The Coppice Primary School we have high expectations of our Board of Trustees. They are the strategic leaders of our school and have a vital role to play in making sure every child gets the best possible education. This is reflected in the law, which states that the purpose of a school Board of Trustees is to 'conduct the school with a view to promoting high standards of educational achievement at the school'.

The Board of Trustees should have a strong focus on three core strategic functions:

- a) Ensuring clarity of vision, ethos and **strategic direction**;
- b) **Holding the Head Teacher to account** for the educational performance of the school and its pupils; and
- c) Overseeing the **financial performance of the school** and making sure its money is well spent.

### a) Setting Strategic Direction

The Board of Trustees is the key strategic decision making body in our school. It is their job to set the school's strategic framework and ensure that it meets all of its statutory duties. This includes ensuring the school has a long-term strategic vision. In the light of this vision, the Board of Trustees should agree the strategic priorities, aims and objectives for the school and sign off the policies, plans and targets for how to achieve them. They should check on progress and review regularly their strategic framework for the school in the light of that progress.

### b) Holding the Head Teacher to account

The Board of Trustees supports and strengthens the Head Teacher's leadership in the day-to-day running of the school, including the performance management of teachers. The Board of Trustees plays a strategic role, focusing strongly on holding the Head Teacher to account whilst avoiding being drawn into direct involvement in operational matters. It is essential that we have skilled Trustees to create robust accountability but not to do the school's job for it. For example, a Trustee with financial expertise should use their skills to scrutinise the school's accounts, not to help prepare them.

### c) Overseeing financial performance

The Board of Trustees is responsible for making sure the school's money is well spent. They should do this by making sure they have at least one Trustee with specific skills and experience of financial matters, and by asking questions such as:

1. Are we allocating our resources in line with our strategic priorities?
2. Are we making full use of all our assets and efficient use of all our financial resources?
3. Are other schools buying things cheaper or getting better results with less spending per pupil?
4. How can we get better value for money from our budget?

The following Role Description has been created to ensure that existing and aspiring future Trustees understand the role and how a Trustee can add value through robust management and effective challenge. The role is challenging but also very rewarding as a great Board of Trustees will have a positive impact on the lives of its pupils supporting the mission of happy, confident, successful learners well prepared for life.

<b>Role Description:</b>	School Trustee
<b>Name of School:</b>	The Coppice Primary School
<b>Responsible to:</b>	Chair of Trustees
<b>Estimated annual minimum time commitment:</b> (plus other ad hoc events)	3 Full Trustee Meetings ~ 2 hours each 3 Committee Meetings ~ 1 1/2 hours each At least 2 School Visits half days ~ 3 hours each

Trustees are expected to:

- Attend and participate in Full Trustee and Sub-Committee meetings
- Serve on one or more committee(s)
- Undertake regular skills audits and subsequent training or development programmes
- Participate in 360° reviews (school staff, parent groups, Trustees) of personal performance compared to the role profile
- Be attached to an area of the school's work as a Link Trustee
- Visit the School at least once per term to fulfil documented appraisals of Link Trustee reviews in accordance with the school's Visits Policy
- Actively review all data resources available to understand the school performance such as: Ofsted Reports, The School Website, Government Performance Tables, RAISEonline, Fisher Family Trust etc
- Participate in the development of the:
  - School Evaluation Form
  - School Development Plan
  - Trustee Development Plan
- Participate in the active challenge and executive decisions of the Board of Trustees
- Work within the agreed Code Of Conduct
- Represent the school within the local community
- Represent the local community on the Board of Trustees
- Maintain confidentiality as required

The purpose of the post is to contribute to the work of the Board of Trustees in raising standards of achievement for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability. The individual Trustee has a responsibility, working alongside other members of the Board of Trustees, to the staff and pupils of the school, the school's wider community and where they are representatives, to their particular constituency (parents; staff; teachers; etc). Although some Trustees may represent particular constituencies they are not delegates of that group.

Responsibilities include:

- Developing the strategic plan for the school
- Determining aims, policies and priorities of the school
- Setting statutory and non -statutory targets
- Monitoring and evaluating the work of the school
- Appointment of staff and ensuring the implementation of a range of personnel procedures
- Management of the budget
- Securing high levels of attendance and good standards of pupil behaviour
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, which prepares them for adult life
- Ensuring the health and safety of pupils and staff