



## **THE CAM ACADEMY TRUST - ROLE DESCRIPTOR FOR TRUSTEES**

### **Trustees work together to carry out their core functions:**

1. Setting the strategic direction of the trust
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation

Trustees are responsible for governing a charitable company and directing how it is managed and run. Trustees must also ensure that the trust complies with all legal and statutory requirements. Trustees will seek governance advice and other professional advice as appropriate.

### **The board of trustees' strategic responsibilities**

The board of trustees works closely with their Chief Executive who is responsible for day to day operational management of the trust and its schools, whereas the role of the board is strategic. As such, trustees are responsible for:

- Ensuring there is clarity of vision, ethos and strategic direction
- Ensuring the voices of stakeholders are heard
- Taking ownership of the trust's financial sustainability and ensuring effective resource management across the trust
- Ensuring robust risk management policy and procedures are in place and that risk control measures are appropriate and effective.
- Determining the mission, values and long-term vision for the trust
- Deciding the principles that guide trust policies and approving key policies
- Appointing and appraising the Chief Executive and making pay recommendations
- Working with senior leaders to develop a strategy for achieving the vision
- Ensuring that stakeholders are involved, consulted and informed as appropriate
- Ensuring that all schools in the trust deliver a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- Agreeing the trust's staffing structure and keeping it under review to ensure it supports delivery of the strategy

### **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 senior executive leader to account for standards, financial probity and compliance with agreed policies
- Evaluating relevant data and feedback provided by senior executive leaders and external reporting on all aspects of trust performance
- Asking challenging questions of the senior executive leader in order for hold them to account



- Ensuring that there are policies and procedures to deal with complaints effectively.

### **Contribution to the board**

Trustees should ensure that they are making a positive and meaningful contribution of the board by:

- Attending meetings (typically 6 full board meetings each year), reading papers and preparing questions for the senior executive leader in advance
- Joining one of the 5 committees, i.e. Audit and Risk, Community and Partnerships, Curriculum and Standards, Finance and Resources, and the Governance and Remuneration Committees and attending those meetings as appropriate
- Establishing and maintaining professional relationships with senior leaders and colleagues on the board of trustees
- 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
- Ensuring that the trust's governance structure meets the needs of the trust
- Agreeing clear schemes of delegation, outlining the responsibilities delegated to the senior executive leader and the responsibilities of the board and academy committees
- Ensuring effective communication channels are in place between the board and the schools' local governing bodies

### **Expenses**

Trustees are entitled to out of pocket expenses incurred as a result of fulfilling their role as trustee. Payments cover incidental expenses such as travel but not loss of earnings.