

## TRUSTEE JOB DESCRIPTION

The role of the trustee is to contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

- ensuring clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent

<b>MISSION</b>	<b>VISION</b>
To offer high quality education and development to the most hard-to-reach young people, realised through the discipline and ethos of boxing	To help as many young people as possible become independent, resilient, happy and successful members of society

### Activities

As part of the governing board, a trustee is expected to:

1. Contribute to the strategic discussions at governing board meetings which determine:
  - the vision and ethos of the school
  - clear and ambitious strategic priorities and targets for the school
  - that all children, including those with special educational needs, have access to a broad and balanced curriculum
  - the school’s budget, including the expenditure of the pupil premium allocation
  - the school’s staffing structure and key staffing policies
  - the principles to be used by school leaders to set other school policies
  
2. Hold executive leaders to account by monitoring the school’s performance; this includes:
  - agreeing the outcomes from the school’s self-evaluation and ensuring they are used to inform the priorities in the school development plan
  - considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
  - asking challenging questions of school leaders
  - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
  - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
  - acting as a link trustee on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school

priority

- listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers

3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.

4. When required, serve on panels of trustees to:

- appoint the headteacher and other senior leaders
- appraise the headteacher
- set the headteacher's pay and agree the pay recommendations for other staff
- hear the second stage of staff grievances and disciplinary matters
- hear appeals about pupil exclusions

The role of a trustee is largely a thinking and questioning role, not a doing role. A trustee does **NOT**:

- write school policies or any other school administrative tasks
- undertake audits of any sort – whether financial or health & safety - even if the trustee has the relevant professional experience
- spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within schools
- undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this

This role description does not cover the additional roles taken on by the chair, vice-chair or chairs of committees.

### **Expectations:**

In order to perform this role well, a trustee is expected to:

- get to know the school, including visiting the school occasionally during school hours and in agreement with the headteacher, and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the pupils of the school
- behave in a professional manner, as set down in the governing board's code of

conduct, including acting in strict confidence

**Expenses:**

Trustees may receive out of pocket expenses incurred as a result of fulfilling their role as trustee and NGA recommends that a governing board should have such an expenses policy. Payments can cover incidental expenses such as travel and childcare but not loss of earnings.

**Time commitment:**

The full governing body meets three times a year, in person at the school. Both committees meet a further three times each, online. There is also an AGM, online, which is optional for trustees.

All meetings will normally take place as twilights at 6pm.

**Person specification:**

We welcome applications from all walks of life. Skills are important but so are values.

A love of Boxing, or at least an understanding of how Boxing transforms lives, is essential!

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*The Boxing Academy is committed to the safeguarding and welfare of young people and expects all staff and governors to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.*

*All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*