

CARSHALTON BOYS SPORTS COLLEGE



Trustee Recruitment Pack 2023



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We Believe

Carshalton Boys is a school community based upon positive relationships and a culture of kindness and mutual respect. Staff recognise their role in promoting our WE BELIEVE principles and are united in optimism and a belief in our young people. Looking after our students, on the journey from childhood to young adulthood, is a privilege and a responsibility that we take seriously. What unites our Carshalton Boys family is a drive to look after our most vulnerable members. We do this proactively by ensuring staff are accessible to students and parents and that students have the opportunity to anonymously report unkindness, abuse or any welfare concerns.

WE BELIEVE knowledge is power, black lives matter, love is love, feminism is for everyone and that no human being is illegal. WE BELIEVE in being gentle with The Earth and that we all have a part to play in protecting our planet. At Carshalton Boys we are proud to have an ethos rooted in our WE BELIEVE principles which promote inclusivity, kindness and aspiration. We encourage all our students to be the best version of themselves. We want students to feel proud of their achievements at school and their contribution to our whole school community. We believe in being really kind to each other so that every member of our school community feels safe and confident and is able to work and learn in a calm and inclusive environment.

'Safeguarding the rights of others is the most noble and beautiful end of a human being.' Khalil Gibran

WE BELIEVE
KNOWLEDGE IS POWER
BLACK LIVES MATTER
LOVE IS LOVE
FEMINISM IS FOR EVERYONE
NO HUMAN BEING IS ILLEGAL
BE GENTLE WITH THE EARTH
BE THE BEST VERSION OF YOURSELF
BE REALLY KIND





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Letter from the Chair of Trustees

Dear Applicant

Re: Carshalton Boys Sports College Trustee

Thank you for your interest in role of Trustee for Carshalton Boys Sports College (CBSC). I am delighted to have this opportunity to introduce myself and provide details on the role of a trustee to help you understand what is involved.

The Board of Trustees are responsible for determining the overall strategic direction and development of the Trust through good governance and clear strategic planning, to ensure that it delivers the best possible outcomes for our pupils. The Board ensures compliance with the legal and financial requirements under company and charity law, and under agreements made with the Department for Education. This is a position with a term of four years and involves meetings approximately every month, alternating between evening and daytime meetings.

Due to restructure this year, in light of new Articles of Association, we have two vacancies on our Trust Board, which is made up as follows:

- Ten Trustees, of which there are
- Two Parent Trustees elected by parents;

The Full Trust Board meets at least three times a year and has five committees:

- Audit & Finance (receiving Auditors' reports and accounts, taking action as needed, review the risk register to inform the programme of work, ensuring checks are modified as appropriate each year, consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations)
- Finance, Staffing & Resources (to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity)
- Students (to consider and advise on any matters within the remit of the governing board, involving the interests of students)
- Curriculum Committee (curriculum offered to students, subject performance, teaching and learning)

Each committee has Terms of Reference, a Programme of Work for the year, and a Chairman appointed by the Trust Board. For further information please see our Scheme of Delegation on the school website.



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CBSC is a complex organisation and we require a range of skills and experience to help oversee and support its needs. These requirements are driven by the annual trustee skills audit which is based on the DfE competency framework for governance and details of the necessary skills required are detailed within the advert below.

It is vital that those considering standing for election ensure they have sufficient time to devote to their role as a trustee. The Trust Board meets at least three times per year, once per term, with the remaining committees, also meeting termly. Trustee may also asked to attend other meetings of working groups or panels, for example to carry out deeper investigation into specific issues as they arise. These meetings can take place before, during or after the school day.

Trustees are also linked to areas of responsibility (such as SEND, Behaviour or a subject area) and will need to be able to devote time during the school day at least once per term to meet with the relevant leaders. Trustees are also invited to attend school events. It is essential, therefore, that you consider whether you are able to commit sufficient time to the school to fulfil the role. All members of the Trust Board must be in a position to attend and participate in meetings and take on the responsibilities the role entails.

If you feel that you are able to commit to supporting CBSC and its development and are interested in applying for the above position, please send your CV:

Ms Jo Long
HR Manager/Clerk to the Trust Board/Company Secretary
T: 020 8714 3100
E: jlong@carshaltonboys.org

Thank you for taking the time to consider the role of becoming a Trustee.

Yours faithfully

Rebecca McGowan
Chair of the Board of Trustees



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Trustee Role Description



Trustees work together to carry out their core functions:

1. ensuring there is clarity of vision, ethos and strategic direction
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 and making sure its money is well spent

NGA recognises the following as the fourth core function of governance:

4. ensuring the voices of stakeholders are heard

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 should seek the advice of the board's governance professional and other professional advice as appropriate.

The trust board's strategic responsibilities

The trust board works closely with their senior executive leader. Senior executive leaders are 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:

- determining the mission, values and long-term ambitious vision for the trust
- deciding the principles that guide trust policies and approving key policies
- appointing and appraising the senior executive leader 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
- 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



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- 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 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 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 are making a positive and meaningful contribution to the board by:

- attending meetings (typically 6 full board meetings each year), reading papers and preparing questions for the senior executive leader in advance
- establishing and maintaining professional relationships with senior executive 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

Expenses

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



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Eligibility to be a school trustee

The School Governance (Constitution) (England) Regulations 2012

A governor must be aged 18 or over at the time of his/her election or appointment and cannot hold more than one governorship at the same school.

- A person is disqualified from holding or continuing to hold office as a governor if that person:
- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986, a disqualification order under the Companies (Northern Ireland) Order 2002, a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002, or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of a charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- has been removed from office as an elected governor within the last five years
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for childminding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment /election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has



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received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment /election as a governor

- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more
- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure and Barring Service for a criminal records certificate.

Anyone proposed or serving as a governor, who is disqualified for one of these reasons, must notify the Clerk of the Trust Board.



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Vacancy Advert & Application Process for Trustees

We are seeking dedicated individuals who can offer their time and expertise to sit on our Trust Board CBSC is a forward thinking dynamic learning community with an exceptional and special ethos. If you want to join a highly supportive Trust Board who are experienced, welcoming and committed to improving the life chances of our students then we would love to hear from you.

The Trust Board seeks to recruit two Trustees. Applications from those who have experience in any of the following areas would be particularly welcomed.

- IT
- SEND
- Site /Premises Management
- Academy Governance
- Primary education and transition to Year 7
- Higher education and Post-18 destinations
- Employment Law

Interested parties should submit a CV addressed to the Chair of Trustees, Mrs Rebecca McGowan and emailed to the Clerk to the Trust Board, outlining the skills you would bring to the board.

Any suitable candidates will be invited to attend a tour of the school, meet the Principal and the Trustees and/or Members will interview the candidate/(s), assessing best fit (see Trustee Recruitment Policy) against the skills, knowledge and experience outlined in the skills specification).

The closing date for applications is OPEN

We are committed to safeguarding and the welfare of students and staff. The successful candidate will be subject to satisfactory recruitment checks, including an enhanced DBS check (including a section 128 ensure they are not banned from being involved in the management and governance of schools) and the receipt of two satisfactory references.

Additionally academies are both charities and companies limited by guarantee, trustees are therefore both charity trustees and corporate directors and must comply with company and charity law. This includes registering trustees with Companies House as a Director and names being listed on the school website.

Further details about the work of Carshalton boys Sports College School can be found at www.carshaltonboys.org