

## **Job description – Trustee for Inspire Partnership Academy Trust**

### **Trustee Board**

Trustees of an academy trust are both trustees of the Inspire Partnership Academy Trust charity and directors of the Inspire Partnership Academy Trust Company limited by guarantee. The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, regardless of what they are called. They are known collectively as the trustee board.

### **Legal Duties of a Trustee**

Under charity law Inspire Partnership Academy Trust trustees have the ultimate responsibility for directing the affairs of Inspire Partnership Academy Trust, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. In law trustees of Inspire Partnership Academy Trust have several legal duties, which are often described as those of compliance, care and prudence.

#### **Duty of Compliance – Trustees must:**

- Ensure that Inspire Partnership Academy Trust complies with charity law, and with the requirements of the Education Funding Agency as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law.
- Ensure that Inspire Partnership Academy Trust does not breach any of the requirements or rules set out in its governing document, funding agreement or the Academies Financial Handbook and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators which govern the activities of Inspire Partnership Academy Trust.
- Act with integrity, and avoid putting yourself in a position where your duty to the charity conflicts with your personal interests or loyalty to any other person or body.

#### **Duty of Care – Trustees must:**

- Use reasonable care and skill in their work as trustees, using their personal skills, knowledge and experience as needed to ensure that Inspire Partnership Academy Trust is well run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to Inspire Partnership Academy Trust, or where the trustees may be in breach of their duties.

#### **Duty of Prudence – Trustees must:**

- Ensure that Inspire Partnership Academy Trust is, and will remain, solvent.
- Use Inspire Partnership Academy Trust's funds and assets reasonably and responsibly and only in furtherance of Inspire Partnership Academy Trust's charitable objects.

- Avoid undertaking activities that might place Inspire Partnership Academy Trust's endowment, funds, assets or reputation at undue risk.
- Take special care when investing Inspire Partnership Academy Trust's funds, or borrowing funds for Inspire Partnership Academy Trust to use.
- Specific duties of trustees of Inspire Partnership Academy Trust.
- To contribute to the work of the trustee board in ensuring high standards of achievement for all children and young people across the trust.

### **Strategic direction**

Trustees must ensure that Inspire Partnership Academy Trust has a clear vision, mission and strategic direction that will enable Inspire Partnership Academy Trust to fulfil its charitable objects and is focused on achieving these. Trustees must work in partnership with the Chief Executive Officer and other senior staff to ensure that:

- Inspire Partnership Academy Trust has a clear vision, set of values and strategy, and that there is a common understanding of these by trustees, members, staff and those sitting on academy committees.
- Inspire Partnership Academy Trust operational plans and budgets support the vision and strategy the views of stakeholders (parents, pupils, local communities and staff) are regularly sought and considered
- There is regular review of the external environment for changes that might affect Inspire Partnership Academy Trust (political, financial, demographic, competitive, partnerships, alliances)
- There is regular review of the need for Inspire Partnership Academy Trust and for the services it provides or could provide, and regular review of strategic plans and priorities.

### **Performance of the Trust**

- Trustees are responsible for the performance of Inspire Partnership Academy Trust, for its impact upon stakeholders and for its corporate behaviour.
- To ensure that Inspire Partnership Academy Trust measures its impact and progress towards its strategic objectives and to regularly consider reports on Inspire Partnership Academy Trust's performance.
- To ensure that there are policies including effective employment policies to direct key areas of the charity's business.
- To ensure that Inspire Partnership Academy Trust's values are understood and put into practice, by trustees and staff.
- To ensure that there are complaints systems in place for stakeholders.
- To ensure that there are processes for members, trustees, staff and other stakeholders to report activity which might compromise the effectiveness of Inspire Partnership Academy Trust.
- To recruit the chief executive and to hold her or him to account for the management and administration of the charity.
- To ensure that the chief executive receives regular, constructive feedback on her/his performance in managing the charity and in meeting her/his annual and longer-term objectives.

### **Compliance**

Trustees must ensure that Inspire Partnership Academy Trust complies with all legal and regulatory requirements:

- to ensure, with professional advice as appropriate, that Inspire Partnership Academy Trust complies with all constitutional, legal, regulatory and statutory requirements
- to understand and comply with the constitution and rules that govern Inspire Partnership Academy Trust, and to review the constitution regularly (at least every three years) to ensure it is fit for purpose.

### **Prudent Management of Resources**

Trustees must be stewards of Inspire Partnership Academy Trust 's assets, both tangible and intangible, taking care over their security, and how they are used:

- To ensure that Inspire Partnership Academy Trust's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded.
- To act reasonably and prudently in all matters relating to Inspire Partnership Academy Trust] and always in the interests of Inspire Partnership Academy Trust.
- To ensure that trustees take professional advice when needed, and record the advice received to be accountable for the solvency of Inspire Partnership Academy Trust to ensure that, Inspire Partnership Academy Trust acts in accordance with employment law and that ,Inspire Partnership Academy Trust [ ] exercises a duty of care to its employees
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, Inspire Partnership Academy Trust 's good name and reputation are recognised, used and safeguarded.
- To review the condition and use of the assets owned by the Inspire Partnership Academy Trust and to ensure that the major risks to Inspire Partnership Academy Trust are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

### **Good Governance**

- Trustees must ensure that Inspire Partnership Academy Trust's governance is of the highest possible standard.
- To ensure that Inspire Partnership Academy Trust has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- To ensure that there are effective mechanisms for individual academies within the trust to be both supported and held to account by the governance structure.
- To ensure that decisions are made with a view to promoting the education and wellbeing of children and young people.
- To ensure that board decisions are recorded in writing by means of minutes.
- To ensure that the board's delegated authority is recorded in a scheme of delegation for board committees, job descriptions for honorary officers, trustees and key staff, and that reporting procedures back to the board are recorded in writing.
- To ensure that the responsibilities delegated to the chief executive are clearly expressed in the scheme of delegation and understood, and directions given to her/him come from the board as a whole or other properly authorised route.

- To ensure the board regularly reviews Inspire Partnership Academy Trust's governance structure and its own performance, to an agreed programme to ensure that major decisions and policies are made by the trustees acting collectively to ensure that the board has within its membership the skills it requires to govern well.
- To ensure that the board has access to, and considers, relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for recruitment of trustees and of the chief executive.
- To ensure that all members of the board receive appropriate induction on their appointment and that they continue to receive appropriate advice, information and training (both individual and collectively).
- To ensure that trustees have a code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the trustee code of conduct.