



Role Description, Competencies, Code of Conduct and Person Specification for Governors

SMART MULTI Academy Trust

Role Title	Governor- Local Governing Board
Location	Local Governing Board (LGB) meetings will be held at the school appropriate to that LGB. Please note from time to time visits to other schools and venues in the academy trust area may be requested
Hours	Up to six LGB meetings per year. Remote contact via email, phone, regular review of reports and documentation
Salary	Voluntary
Term	3 years unless a co-opted governor for which the term is 1 year -annually reviewable
Appointment	Made by the LGB, Role of Chair and Vice Chair ratified by the Chair of the Board of Trustees or Chief Executive Officer (CEO) as delegated.
Purpose	Governors oversee the delivery of the educational, statutory and financial objectives within the individual schools of the academy trust

Overview of SMART Multi Academy Trust

SMART multi academy trust is an exempt charity, limited by guarantee. It has a formal company structure comprising of Members, Trustees, executive staff-CEO and Chief Financial Officer (CFO). The board of trustees is legally responsible and personally accountable, for the actions of the academy trust and the schools. Trustees are accountable to the Members of the academy trust, the Secretary of State for Education and the wider community, for the quality of the education received by all pupils of the schools and the expenditure of public money. The trustees are required as trustees and pursuant to the Master Funding Agreements and Supplements to have systems in place through which they can assure themselves of the quality, safety and good practice of the affairs of the academy trust.

Trustees delegate certain responsibilities through a document called the Scheme of Delegation to LGBs of the academy trust. The LGBs for an academy trust play a vital part in supporting the head teacher of a school, and school leadership team; liaising as appropriate and required with the academy trust's CEO, CFO and board of trustees.

Role Description

Governance Support and Local Accountability

The role of those serving on a Local Governing Body is an important one, ensuring there is local accountability for the performance of the academy trust and the schools and that the schools serve their communities. Those serving on a LGB are accountable to the board of trustees and must ensure that at all times they act in good faith and in the best interests of the school and the academy trust, exercising reasonable care and skill having particular regard to personal knowledge and experience.

Specific responsibilities of Local Governing Body- Governors

The specific tasks and responsibilities of the academy trust's Local Governing Board, Governors are to:

- ensure implementation of the strategic vision of the academy trust and the schools;
- support the board of trustees in developing and maintaining effective links within the schools' communities, communicating openly and frequently as appropriate;
- ensure that the schools meet their responsibilities to the community and serve the community's needs in relation to the safeguarding and education of its pupils;
- oversee and support the school's senior leadership team;
- ensure the school works within its budget and implements the academy trust's risk and financial management policies;
- support the school senior leadership team in the development and review of an appropriate staffing structure;
- where appropriate, support the Head teachers in the recruitment and performance management of staff;
- promote collaboration with the other schools, actively seeking opportunities for the schools to work together with the aim of identifying and implementing best practice across all schools;
- review delegated local school policies;
- provide advice and feedback to the board of trustees and reporting on all matters, the responsibility of which has been passed to the LGB;
- support the school's senior leadership team in relation to curriculum and budgeting priorities, determining any local priorities;
- support the school's senior leadership team in monitoring pupil progress and analysing performance data, having regard to the performance benchmarks determined by the academy trust across all schools;
- ensure the implementation of any school plan, focussing particularly on school performance targets;
- undertake all and any appropriate community consultation in liaison with the board of trustees;
- provide a point of contact for parents, carers and other members of the local community;
- maintain effective links with the local community.

Core Competencies

The following core competencies and skills expected of Governors are that they will:

- work as a team and seek to collaborate constructively;
- attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- be respectful of the views of others and to be open to new ideas and thoughts;
- treat all information confidentially;
- have an awareness that information inappropriately communicated can cause severe risk to the academy trust's business and reputation;
- act with integrity, avoiding any personal conflicts of interest and complying with the academy trust's Conflict of Interest policy;
- develop a deep understanding of the vision and ethos of the academy trust and its schools and the roles played by all individuals in fulfilment of the academy trust's vision;
- understand the policies and procedures of the academy trust and how these are implemented within the schools;
- act in accordance with any authority delegated to him or her, including complying with any regulation or requirement of those from whom delegated authority is received;
- support the academy trust in public and act as an ambassador of the academy trust and the schools;
- commit to training and skills development;
- provide appropriate challenge and be prepared to ask questions;
- be solution focussed, learn from past experiences and develop ideas to provide forward momentum;
- adhere to the 'seven principles of public life' in their conduct; selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- be committed to and uphold the principles and practices of the public sector equality duty;
- be aware of and comply with all statutory duties;
- be committed to ensuring Safeguarding is a core practice.

Person Specification

Personal qualities and values:

- A desire to create positive change for children and young people;
- A commitment to the aims and objectives of the academy trust;
- A willingness to devote time and effort;
- An ability to work effectively as a team while contributing an independent perspective;
- An ability to build productive and supportive professional relationships;
- A commitment to the 'seven principles of public life': selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- A commitment to equal opportunities and anti-discriminatory practice;
- A commitment to safeguarding for children and young people;
- Reliability and integrity.

Education and training

A record of continuous professional and personal development.

Experience

Experience of driving positive change, leadership and management. Professional experience in education / accountancy/ finance / business / HR / marketing/ law or any other field relevant to school business needs and or stakeholders of the multi academy trust.

Knowledge

An understanding and acceptance of:

- the legal duties, responsibilities and liabilities of trusteeship;
- the use of attainment and other data to assess the progress, strengths and weaknesses of a school;
- financial and workforce data.

Skills

Strategic vision, an ability to think creatively, sound independent judgement, and an ability to use information and data to inform decision-making.

Legal Requirements

- Individuals who are not able to make the following declarations may not serve as a trustee:
- I am not disqualified from acting as a charity trustee;
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as “spent”);
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft;
- I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance;
- I am not an undischarged bankrupt;
- I have not made compositions or arrangements with my creditors from which I have not been discharged;
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity;
- I have not been disqualified from serving as a company Trustee;
- I am not included in the list kept by the Secretary of State for Education under s1 of the Protection of Children Act 1999 (or equivalent) or have ever been disqualified from working with children or serving on a governing body of a school;
- I am able and willing to provide a valid Disclosure and Barring Service Certificate under the Protection of Freedoms Act 2012, which does not disclose any reason why I should be unsuitable for working with children;
- I am able under the Education (Independent School Standards) Regulations 2014 to confirm that I have no prohibition order, interim prohibition order or any other direction under section 128 of the 2008 Act or section 142 of the 2002 Act, or any disqualification prohibition or restriction which takes effect as if contained in either such direction, that might prevent me from taking a management role in the academy trust;
- I am able to agree to provide such information required to facilitate a S128 register check.

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.

Chair of the Local Governing Board

Role of Chair

The role of the Chair of the Local Governing Board is an important one, demanding yet worthwhile. The Chair is elected by the governors annually but because of the vital link and the importance of maintaining a strong and effective relationship between the LBG and the board of trustees, the appointment following election is subject to the approval of the board of trustees who may delegate this to the CEO. The Chair must be approachable, readily accessible and ready to take issues and ideas raised by governors seriously, as well as recognise the need to support the board of trustees in their roles.

Duties

The Chair has additional responsibilities and duties which are to:

- provide a clear lead and direction for the governors, understanding the aims of the schools, the roles played by all those involved and the vision of the academy trust in relation to its schools;
- build an effective team, attracting governors with necessary skills and experience promoting equality and diversity and ensuring priority is given to those who can make a positive contribution to driving school improvement and supporting their development to maximise the benefit of their contribution;
- work closely with the head teachers and the leadership team to ensure there is proper challenge and encouragement;
- ensure that school improvement is the focus of all policy and strategy for the school, reminding governors of this as often as necessary;
- hold governors to account, ensuring the business of the LGB is conducted efficiently and effectively, chairing meetings ensuring all members have the opportunity to contribute and are listened to with clear decisions being made when necessary;
- ensure all policies and procedures are in place, reviewed and adhered to;
- be the key lead in ensuring that all information is passed to the board of trustees;
- liaise with the CEO on matters relating to school staff, performance and pay issues;
- liaise with the CEO on school performance and curriculum concerns;
- liaise with the CFO on all matters relating to school budget/finance concerns.

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.