

### **Keswick School Multi Academy Trust Role Description for a Director**

A Multi Academy Trust is a charitable company limited by guarantee, the Trustees have duties as Directors under company law and charity law. The Articles of Association is the governing document and the first point of reference for questions related to procedure and powers.

Directors are responsible for governing a charitable company and directing how it is managed and run, they 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;
4. ensuring the voices of stakeholders are heard.

Directors must also ensure that the trust complies with all legal and statutory requirements and should seek the advice of the board's governance professional and other professional advice as appropriate.

#### **The Board of Directors' Strategic Responsibilities**

The Board of Directors work closely with their Executive Principal and Head teachers who are responsible for the day to day operational management of the trust and its schools, whereas the role of the board is strategic.

As such, Directors 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
- ensuring robust risk management policy and procedures are in place and that risk control measures are appropriate and effective

## **Monitoring and Evaluating Trust Performance**

Directors 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 Governing Body**

Directors should ensure that they are making a positive and meaningful contribution to the board by:

- attending meetings (typically 3 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 Directors
- 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

Keswick School MAT has two local governing bodies who form the governance in Keswick School and Bassenthwaite School and Directors are responsible for:

- 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