

## Trustee Role Description

### Introduction

Soke Education Trust is a charitable company limited by guarantee and complies with the requirements of the Companies Acts and charity and education law. All academy trusts have trustees, who act as both charity trustees and the Trustees of the company, at the Soke Education Trust, officers of the board are generally known as Trustees. Academy Trusts are responsible directly to The Secretary of State for Education, who is their 'principal regulator'.

Everyone involved in governance at the Soke Education Trust commits to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. This is reflected in our code of conduct which applies at all levels of governance.

The Trust Board manages its school's through the central trust team and with assistance from its Local Governance Committees.

All Trustees must read and adhere to the Trust's policies

The Board of Trustees has a membership of:

- Members appoint the majority of Trustees (a maximum of 8)
- Trustees may appoint Co-opted Trustees in accordance with the Articles of Association
- All appointments are for a period of four years

### Trustees **Core Duties**

The main duties are:

- To set the strategic direction for the Trust
- To ensure strong financial management
- To hold the Trust and its member schools to account for the educational standards and the delivery of the strategic objectives for each school
- To ensure the Trust operates in accordance with its charitable objects and the funding agreement
- To ensure the Trust complies with company and charity law
- To sign off the annual accounts
- To appoint a Chief Executive Officer to act as the Accounting Officer
- To approve the Trust's annual report and statutory accounts

- To implement the Trust Board's responsibility as the employer of all the staff in at the schools in the Trust e.g. for HR, Health & Safety etc
- To determine the remit and membership of executive committees and Local Governance Committees
- To receive and analyse assurances from its committees
- To approve the internal audit arrangements
- To approve new Academy conversions

### **Exercise of Trustees Duties**

Trustees should ensure that:

- The Trust Board is a corporate entity
- The Trust Board meets a minimum of four times per year.
- Trustees form the majority of members on any executive committee of which the Trust currently has two – Audit, Finance, Risk & People and Achievement & Curriculum, in addition to its Local Governance Committees
- Each school has a Local Governance Committee which legally is a committee delegated by the Trust.
- Where responsibilities have been delegated to an executive committee or a Local Governance Committee, the Trust Board continues to remain accountable.
- Trustees may visit the schools in the Trust or receive visits from leaders to inform themselves about the circumstances and context of each school.
- Trustees may be linked to a development area or a statutory responsibility such as Safeguarding or SEND.
- Trustees work closely with the leadership team.

### **Further information on the role**

More information can be found in

- The Governance Handbook at [www.gov.uk/government/publications/governance-handbook](http://www.gov.uk/government/publications/governance-handbook)
- Soke Education Trust Scheme of Delegation
- Soke Education Trust Articles of Association