

# Marlfields Primary Academy: Trustee role description

## Congleton Primary Academy Trust

Congleton Primary Academy Trust (CPAT) is a Multi-Academy Trust in Cheshire East and currently comprises a single school, Marlfields Primary Academy in Congleton.

Our vision is to strive for excellence in all we do in school and in the wider community. We provide a place where all can achieve their potential; develop their mind, be creative and cultivate their interests.

### CPAT Trustees work together to carry out their core functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding the Principal to account for the educational performance of Marlfields Primary Academy and its pupils and the performance management of staff
3. overseeing the financial performance of Marlfields Primary Academy and making sure its money is well spent
4. ensuring the voices of stakeholders are heard

Trustees are volunteers 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. Trustees may also become Directors of CPAT, with details recorded in Companies House.

### The trust board's strategic responsibilities

The trust board works closely with the Principal of the school. The Principal is responsible for the day-to-day operational management of the trust and school, 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 Principal and making pay recommendations
- working with the senior management team to develop a strategy for achieving the vision
- ensuring that stakeholders are involved, consulted and informed as appropriate
- ensuring that the school delivers a broad and balanced curriculum such that pupils are well prepared for the next stage of their education.
- 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**

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 Principal to account for standards, financial probity and compliance with agreed policies
- evaluating relevant data and feedback provided by the Principal and external reporting on all aspects of trust performance
- asking challenging questions of the Principal 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 (3 full board meetings each year, plus at least one committee and other sub-committees as appropriate), reading papers and preparing questions for the Principal in advance
- establishing and maintaining professional relationships with the Principal and colleagues on the board of trustees
- getting to know school within the trust, including visiting occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis
- ensuring that the trust's governance structure meets the needs of the trust
- agreeing clear schemes of delegation, outlining the responsibilities delegated to the Principal and the responsibilities of the board and academy committees
- ensuring effective communication channels are in place