

INCLUSIVE | MULTI ACADEMY TRUST



TRUSTEE RECRUITMENT CANDIDATE INFORMATION PACK JUNE 2024



A WELCOME FROM OUR CHAIR

At the Inclusive Multi Academy Trust, we believe that 'happy children learn, happy staff thrive, and happy parents build a community'. As a family of three primary schools in Watford, England, we are committed to creating an environment where every child feels valued, supported, and inspired to reach their full potential.

Our pupils come from incredibly diverse backgrounds, speaking over 60 languages and bringing with them a wealth of cultural insights. We celebrate this diversity as a strength, recognizing that each child has a unique story and a special set of talents to nurture. Our goal is to provide an education that not only equips our pupils with the knowledge and skills they need to succeed but also fosters a love for learning that will last a lifetime.

As we continue to grow and welcome more schools into our Trust, we are seeking passionate individuals to join our Board of Trustees. We are looking for people who share our vision of inclusive, nurturing education and are committed to making a real difference in the lives of our pupils and their communities.

Ideal candidates will have expertise in areas such as HR or IT, which will help us develop and implement forward-thinking strategies to support our dedicated staff and ensure our pupils receive a 'future-proof' education. However, we value diversity in all its forms and welcome applications from individuals with a wide range of backgrounds, skills, and perspectives.

As a Trustee, you will have the opportunity to work alongside a talented and passionate team, guiding the strategic direction of the Trust and ensuring that our schools continue to provide an exceptional learning experience for every child.

If you believe in the power of education to change lives and are excited by the opportunity to make a lasting impact on the young people of Watford, we would love to hear from you.

Eastside People are managing the recruitment process on our behalf, and they will be delighted to discuss this opportunity with you further.

Thank you for your interest in Inclusive Multi Academy Trust. We look forward to receiving your application.

Elizabeth Leeman Chair of Trustees

TRUSTEE OPPORTUNITIES

The Inclusive Multi Academy Trust was established in 2016 as a group of three primary schools working in collaboration as one charitable entity, to improve and maintain high educational standards and offer life opportunities for our children and the community as a whole.

We are delighted that Inclusive Multi Academy Trust has been shortlisted by the MAT Excellence Awards 2024 under the Inclusivity category for our work in the community. Nurture is a key element of all our schools - In 2021, we became the first Trust of schools in the UK to receive the National Nurturing Schools Award for all three of our schools and in May 2024 became the first Trust whose schools have received reaccreditation.

The Trust Board is looking to appoint two trustees with strong commercial business experience, specifically in HR and IT or digital skills. This is an ideal opportunity for an experienced business or charity leader who is looking to further develop leadership and governance skills.

HR opportunity

As a senior HR leader, you will support the Trust in developing its people strategy to be innovative, and people-focussed. Our Staff are proud to work here and recognise the career progression and coaching opportunities the trust offers. We recognise that we need to do more to adapt our policies to be more flexible and allow us to find creative solutions to enable us to continue to be an inclusive employer and make our aspiration a reality to be the best employer of choice.

Your experience as a senior HR leader will help us to strengthen our culture to be more inclusive, develop flexible working policies and address recruitment and retention issues.



IT opportunity

Our recent skills audit highlighted the need to have an IT expert on our board. As a senior leader with an extensive IT background, you will help us shape our digital strategy by providing strategic guidance on the Trust's digital innovation initiatives. Your strategic advice will help us deliver a tender process for an outsourced IT supplier next year, to enable our children to have better and secure access to technology and our workforce to be more efficient and communicate effectively.

You will help us explore and integrate cutting-edge technology such as AI into learning programmes for our children by ensuring the Trust remains at the forefront of educational technology.

We are ideally looking for a start date of 5 September 2024 so you can be part of Trust Day.

Why should you join us?

We believe our schools are vibrant, exciting, and truly special places. Nurturing our community is at the forefront of all we do. Our current board has diverse and strong skills and experience in education, finance, project management, communications, mergers, and acquisitions. Our board meetings boast an informal, relaxed environment where our trustees discuss strategic priorities with a focus on children, staff, and the community.

Joining Inclusive MAT as a trustee provides an opportunity to significantly impact the Trust's strategic direction whilst enhancing your leadership and governance capabilities. If you have the necessary experience and a passion for making a difference, we encourage you to apply.



ROLE DESCRIPTION

Location and time commitment

Hybrid: Online and Beech House, Gammons Lane, Watford, WD24 5TY

Board meetings are held four times a year in Watford. Each trustee will also attend three or four committee meetings and one Trust Day. In addition trustees are encouraged to visit our schools in order to see first hand, understand and appreciate the diverse communities we support. We prefer Trustees to attend board meetings and the Trust day in person but do offer hybrid options to accommodate individual circumstances.

You will be expected to be available for formal and informal conversation with fellow Board members and with the staff team between these meetings, as required based on the needs of the organisation and strategic priorities.

The overall time commitment is approx. 10 hours per month.

Remuneration

These are unremunerated Trustee roles. All reasonable expenses may be paid as outlined in the Trusts expenses policy such as reasonable travel and dependency care, but not loss of earnings.

Safeguarding

The Trust is committed to safeguarding children and young people. All trustees are subject to a satisfactory Disclosure and barring Service (DBS) check.

ROLE PURPOSE

Trustees work together to fulfil the purpose of the Trust Board:

- Strategic leadership – defining the vision and ethos, fostering the Trust's culture and setting the strategy.
- Accountability and assurance – robust and effective oversight of all aspects of the trust in particular the welfare and educational performance of the Trust's pupils and staff, financial and operational performance.
- Strategic engagement – oversight of relationships with stakeholders, ensuring decision- making is supported by meaningful engagement.
- Making a strategic and meaningful difference to the lives of children.

Trustees are 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.

The Trust Board's strategic responsibilities

The Trust Board works closely with executive leaders. Executive leaders are responsible for day-to-day operational management of the Trust and its schools, 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.
- Working with senior leaders to develop a strategy for achieving the vision.
- Deciding the principles that guide Trust policies and approving key policies.
- 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.
- Appointing and appraising the senior executive leader and making pay recommendations.



Monitoring and evaluating Trust performance

Trustees 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 leaders in order 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 make a positive and meaningful contribution to the board by:

- Attending meetings (typically 4 full board meetings each year), reading papers and preparing questions for the senior executive leaders in advance.
- Establishing and maintaining professional relationships with senior executive leaders and colleagues on the board of Trustees.
- 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, including annual statutory training requirements.
- Ensuring that the Trust's governance structure meets the needs of the Trust
- Agreeing clear schemes of delegation, outlining the responsibilities delegated to the executive leaders, the board and academy committees.
- Ensuring effective communication channels are in place.



EXPERIENCE & KNOWLEDGE

- Experience in a senior HR or IT leadership role, either in a business or charity

In addition to one of the above specialisms, you must have:

- Experience in developing and implementing strategies as an HR or IT leader.
- Monitoring and evaluating performance in the commercial and/or not for profit sectors.
- Ability to challenge current thinking, the method of governance and management of the Trust in a constructive manner and in the best interests of the Trust.
- Ability to evaluate and interpret management information and other data/evidence.
- Ability to play a strategic role to successfully effect change and meet the objectives of the Trust.
- Eagerness to reflect and learn, even in the role of trustee.
- Commitment to the ethos and values of the Inclusive Multi Academy Trust, the education and welfare of children and young people and DEI.
- Adhere to our Board's code of conduct underpinned by the seven principles of public life as identified by the Nolan Committee: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.



HOW TO APPLY

Eastside People is supporting **Inclusive MAT** in recruiting for these roles.

Please click [here](#) to apply by submitting your CV and a cover letter, which should address the points in the Person Specification and indicate why you are interested in applying for a Trustee role and how you meet the role requirements.

Application is by CV and a covering letter which should indicate why you are interested in applying for a Trustee role and how you meet the role requirements.

If you would like a call to discuss the role in more detail, please email Renu, renu@ep-uk.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

The closing date for applications is **Wednesday 3rd July** with shortlisting interviews taking place the week after. Interviews with Inclusive MAT will take place early to mid-July.

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