Trustee Recruitment Pack

Tel: **Ipswich** 01473 277243 / **Mid-Suffolk** 01449 742422 **email:** mail@oxlip.uk **website:** www.oxlip.uk

Oxlip Learning Partnership is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England and Wales with company number 07656715. **Registered Office:** Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP4 5HD

Oxlip LEARNING PARTNERSHIP

Introduction

The Oxlip Learning Partnership (the Trust) was established in September 2024. It was the culmination of planning across two Multi Academy Trusts, both based in Suffolk with similar structures. We have five Primary Schools, one with a Nursery, and two Secondary Schools, plus three Specialist Units.

The majority of our schools were judged 'Good' at their most recent Ofsted inspections, reflecting our commitment to shaping children's futures by fostering a connected community of learners rooted in Ambition, Aspiration, and Excellence.

Oxlip Learning Partnership believes that equality is a whole Trust responsibility. We will ensure a positive culture of inclusivity, equality and diversity that extends to all members of our community.

The Trust has an annual income of approximately £35 million and maintains reserves in line with DfE guidelines. Careful financial management has generated modest surpluses, enabling investment in the facilities across our schools. While we have no ambition to expand for the sake of growth, the Board remains open to welcoming new schools where this would add value. The Trust has the potential for a combined number of 4410* pupils, which forms the basis of our income and current priorities include managing the impact of falling pupil rolls in some areas.

Governance is a key strength of Oxlip Learning Partnership. The Board currently consists of seven Trustees, but with some turnover expected in the coming year, the Trust is seeking to recruit a number of new trustees to strengthen capacity. We are seeking candidates with expertise in: strategic finance, to ensure compliance and adherence to regulatory standards; interpreting audit outcomes, evaluating risk and analysing data; understanding professional development frameworks and large-scale organisational development, sustainability or education. Candidates may bring experience from a wide range of sectors, including the charity sector, community engagement, health and social care or entrepreneurship.

The Board currently meets four times per year, in October, December, March and July, with each meeting lasting approximately two hours. Meetings generally operate on an in-person basis, but can be hybrid if required, with a minimum expectation of two in-person Board meetings. A further three meetings are held across the year with the Principals from each school, these are held online.

We also have Link-Trustees with responsibilities for a particular area, such as safeguarding and SEND.

There are three committees: Education and Standards; HR and Health & Safety; Finance, Audit and Risk. Each committee meets three times a year for around one and a half hours. Trustees are matched to the committees that align with their professional background, experience, and interests. Beyond these core responsibilities, Trustees may be invited to attend occasional ad-hoc meetings or represent the Trust at key events and are encouraged to carry out two school visits each academic year.

Trustees receive an induction and training, as well as membership to the Confederation of School Trusts providing access to a national network of Trustees.

As a Trustee your key responsibilities are to ensure clarity of vision, ethos, and strategic direction. This means to hold executive leaders to account for both the educational and financial performance of the organisation. By volunteering as a Trustee, you will be responsible for contributing to the strategic decision-making of the board, helping the Trust to realise immediate and long-term goals, and ultimately ensuring transparency, accountability, and challenge.

**this figure includes pupils from Reception to Year 11 only and does not include Nursery or Sixth Form numbers.*

Trustee Role Description

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 and should seek the advice of the Board's governance professional, and other professional advice as appropriate.

Role Purpose

The purpose of the Board of Trustees is to provide:	
• Strategic leadership of Oxlip Learning Partnership (the Trust)	Your role is to help set and embed the Trust's vision and strategy, and use these to monitor how the Trust and its schools are progressing towards their strategic goals.
• Accountability and assurance, meaning the Board has robust oversight of the operations and performance of the Trust, including education, pupil welfare and finance	Your role is to monitor these areas and hold Trust leaders to account for performance and compliance in them.
• Strategic Engagement	This means the Board has strategic oversight of relationships with the Trust's stakeholders: parents/carers, pupils, staff, Local Boards, local communities. Your role is to make sure the schools and the Trust are communicating with and involving these groups, so that decision-making is supported by meaningful engagement.

Strategic Responsibilities

The Trust Board works closely with their senior executive leader. Senior 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
- 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

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 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 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 leader 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

Local Governance Arrangements

Trustees are responsible for Local Governance at each of our schools by:

- 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 school committees
- ensuring effective communication channels are in place

Panels and committees

When required, Trustees may be expected to serve on panels in order to:

- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints in line with the trust's complaints procedure

Skills and experience	
Essential:	**Desirable:**
• Critical listening and ability to ask effective questions • Strategic thinking • Excellent communication • Problem solving and analysis	• Understanding of data • Finance and/or accounting knowledge • HR experience • Knowledge of education • Leadership and management skills • Risk management skills • Legal expertise, particularly knowledge of charity law • Marketing and communications skills

Benefits to you

New skills you'll gain:

- strategic planning
- experience on a board
- holding senior leaders to account and the ability to provide challenge
- finance, and maintaining oversight of potentially multimillion-pound budgets
- analysing data
- human resources and performance management
- project management
- marketing
- communication and teamwork
- decision-making
- problem solving

Time commitment

The time commitment for the Trustee role will vary. However, all Trustees must attend at least two in-person meetings of the Full Board per year. The term of office is four years.

Usually Trustees sit on a committee or become a Link Trustee for an area they have knowledge of, or are particularly interested in – for example, the finance committee or the SEND Link Trustee. Committees generally meet three times a year.

Preparation for meetings includes reading papers and preparing questions for senior leaders. You will also be expected to undertake any training required to enable you to discharge your role effectively.

Trustees are also encouraged to visit schools within the Trust at least twice per year.

Additional information

Academies are both charities and companies limited by guarantee. Trustees are therefore both charity trustees and company directors and must comply with company and charity law.

If you have any questions about this, or would like to know more about becoming a Trustee for Oxlip Learning Partnership, you can get in touch with the Trust or send in your CV to:

Email: sstringer@oxlip.uk
Phone: 01449 742422