

Parent Trustee Vacancy



OAKFIELD ACADEMY
BELIEVE AND ACHIEVE

16th November 2020

Dear Parents,

We have an opening for a Parent Trustee on Oakfield Academy's Board of Trustees. This role is open to all parents and carers with responsibility for children at the Academy. In addition we are particularly interested in appointing additional trustees who have experience or interest in SEND, Safeguarding, HR, Careers or Finance. Being a Trustee will give you the opportunity to help shape and guide the progress of Oakfield Academy, steering the development of our vision and ensuring that the Academy works efficiently and effectively towards achieving its vision. Please apply using the sam application form attached. The Board of Trustees build a thorough knowledge of the Academy and its community, by both supporting and constructively challenging and by ensuring accountability and compliance. Both training and support are available for these roles.

Below you will find some further information about being a trustee but if you have questions please feel free to contact me (khellard@educ.somerset.gov.uk) or telephone 01373 462539 for more information.

If you wish to stand as a candidate for this interesting and challenging position, please complete and return the following application form to Suzy Cristinacce (scristinacce@educ.somerset.gov.uk) to arrive no later than midday on Friday 27th November 2020. If you require a paper copy of the form, please contact the Academy office on 01373 462539.

Yours sincerely,

Kate Hellard
Chair of Trustees



Oakfield Academy
Frome

Head Teacher: Miss Emma Wilkes | Chair of Trustees: Ms Kate Hellard
Oakfield Academy, Oakfield Road, Frome, Somerset BA11 4JF

T: (01373) 462539/463832 E: oakfieldacademy@educ.somerset.gov.uk W: www.oakfieldacademy.co.uk
Oakfield School Academy Trust, Oakfield Road, Frome BA11 4JF. Company number: 07694044 registered in England.



@OakfieldAcorns

Additional Information:

Training is available to all Trustees, and terms of governance last for 4 years.

Time Commitment

As a Parent Trustee at Oakfield Academy you will be expected to attend all meetings of the full Board of Trustees (approximately four per year) and, depending on which committee(s) you join, up to 4 other meetings each academic year. Full Board of Trustees meetings are usually held on Tuesdays with a start time of 7pm. Other committees are held at mutually agreed times and days.

Providing COVID-19 restrictions do not prevent it, you will also be expected to be able to come into the Academy to perform monitoring visits as required. This is an important part of our work as Trustees and requires Trustees to visit during school hours.

Responsibilities

Develop the Academy's vision and strategy.

Establish and set a culture of high educational standards, which promotes staff and pupil wellbeing.

Ensure all pupils have access to a broad and balanced curriculum.

Monitor provision for pupils with SEND.

Monitor educational performance, using a range of data sources, written reports and verbal feedback.

Ensure stakeholders (parents, pupils, staff and the local community) are informed and consulted as appropriate.

Approve the budget.

Monitor and evaluate financial performance.

Approve and review policies and hold staff to account for their implementation.

Ensure the Academy is compliant with legal requirements, ensuring that all statutory policies and documents are in place.

Monitor, evaluate and approve the staffing structure.

Monitor health and safety in the Academy.

Work in co-operation with professional advisors having regard to any guidance they issue in addition to working with those involved in local academy governance.

Desirable Skills and Experience:

Critical listening and ability to ask effective questions

Strategic thinking

Excellent communication

Problem-solving and analysis

Finance and/or accounting knowledge

HR experience

Knowledge of education and careers

Leadership and management skills

Risk management skills

Legal expertise in charity law

Marketing and communications skills

Reasons for disqualification

A person is disqualified from being a Trustee if they:

- Are aged under 18 at the date of their election or appointment
- Have been declared bankrupt or, are the subject of a bankruptcy restrictions order or an interim order
- Are subject to any of the following disqualifying reasons:
 1. Unspent conviction for an offence involving dishonesty or deception
 2. Unspent conviction for specified terrorism offences
 3. Unspent conviction for a specified money laundering offence
 4. Unspent conviction for specified bribery offences
 5. Unspent conviction for the offence of contravening a Charity Commission Order or Direction
 6. Unspent conviction for offences of misconduct in public office, perjury, or perverting the course of justice
 7. Unspent convictions for aiding attempting or abetting the above offences
- Have been disqualified from holding office as a Trustee
- Have been disqualified from being a Company Director and/or a Charity Trustee
- Have been removed as a Trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in administration of the charity
- Have had their estate seized for the benefit of creditors and the declaration of seizure hasn't been discharged, annulled or reduced
- Have been convicted for any unspent criminal offence, excluding any offence for which the maximum sentence was a fine (except for offences specified in the above table which will still count)

They can also become disqualified from continuing on as a Trustee if they:

- Are incapable by reason of illness or injury of managing or administering their own affairs
- Are absent, without the permission of the Trustees, from all their meetings held within a period of 6 months, and the Trustees resolve that their office be vacated