



Trustee Recruitment Pack

About The Learning Partnership Trust

The Learning Partnership Trust fully complies with information legislation. For the full details on how we use your personal information please visit <http://www.hatfieldheath.essex.sch.uk/data-protection-privacy-notice> or call the school office (Hatfield Heath: 01279 730382, Roseacres: 01279 879599, Takeley 01279 870541) if you are unable to access the internet.

The Learning Partnership Trust (TLPT) was founded in 2015. We are a small Multi-Academy Trust currently consisting of three primary schools, Hatfield Heath, Takeley and Roseacres, all located within the same geographical area in Essex.

The Board of Trustees are determined to see a high performing and successful Multi-Academy Trust (MAT) that delivers the very best educational experience for all pupils. Our focus is on improving leadership and governance, teaching and learning, raising standards, growing our own leaders, and collaboration. We aim to develop a family of schools that serve the local communities, building a dynamic, local solution to identified and potentially developing needs.

We bring high expectations to everything we do, they are embedded in our culture and our delivery and we are really excited to work with partners who share this ethos.

We have a strong belief in 'learners today – leaders tomorrow'. Our primary objective is to ensure that all of the children within our schools get the very best education we can possibly provide, within an organisation that cares about the whole child and their growth and development, preparing them for the next stage of education and life.

Vision and Values

The **vision** for The Learning Partnership Trust is to build '**learners today – leaders tomorrow**'.

To achieve the vision our **mission** is to establish high-performing, respectful, inclusive learning environments that enable children to equip themselves with the skills, knowledge, attitudes, emotional intelligence, belief and confidence to be ready for the next stage in their education and life. The vision is as relatable to every employee and partner of our Trust as it is to our children.

We have the following values:

- **The children and their families are at the centre of what we do;** empowered to learn and achieve; valued within our and their communities as visible, resilient, caring and responsible citizens.
- **Our employees and partners are passionate about being the best that they can be;** we value developing people's lives by striving to personally and professionally grow and support others to do the same.
- **The Learning Partnership Trust is relentlessly focussed on improvement;** it values and celebrates success and encourages collaboration to maximise success.

We have a strong belief in the value of lifelong learning. Our trustees, governors and staff are the best resource we have and it is our privilege to be involved with such courageous, committed and child-centred individuals. It is with and through them that we will make our vision a reality.

TRUSTEE VACANCIES

There are over a quarter of a million volunteers governing in state schools in England. By joining them, you can make a valuable contribution to school leadership.

It is a rewarding role, working towards a shared goal of providing high-quality education for children and young people in your community. It also provides an opportunity for personal development, building your skills and experience in areas such as project management, budgeting and working as part of a team.

We are currently looking for trustees with an enthusiasm for education to join our board. We are hoping that you can help us to fill our vacancies and work with us to continually improve our education offer for every child in our community.

FAQ about the role of being a trustee or governor

I have a full-time job and am concerned about the time commitment involved in being a trustee or local governor. What will this be and what are the essential tasks that I will have to perform?

The amount of time that you will spend on your role varies as a trustee, there are a minimum of 6 board meetings you are required to attend per academic year and it is likely you will also be a member of additional committees. We estimate that actual meeting time will be no more than two hours per meeting, but you should also allow time to prepare by reading the paperwork in advance. You may also be asked to support a committee of the board depending on your expertise (optional). The Trust Business Director will be able to advise you of these things and issue you with a calendar of meetings for the year. In addition, you may periodically be sent other reading and be required to attend training, away days and school events.

Attendance: is important to ensure a meeting is quorate and that the decision-making process is robust. If there are any factors which might affect your ability to attend meetings, it is important that you discuss them with the chair and leader of governance.

When will I get the papers for each meeting?

The Articles of Association and Scheme of Delegation provides the statutory framework for our governance and stipulates that notice of meetings, with agendas, must be sent at least seven days before each meeting. Any supporting papers will usually be sent to you at the same time. All documents are shared on the Onedrive.

What qualifications do I need?

Ideally suited to professionals with experience of leadership and decision-making, the role of trustee is challenging but very rewarding with real scope for personal and professional development as well as enhancing the life chances of our pupils.

No specific qualifications are required to become a trustee, but there can be certain expectations. We are seeking people who have enthusiasm, time and a real desire to make a significant difference to children. We are especially interested in recruiting trustees with experience in at least one of the following areas:

- Previous Multi-Academy Trust Board experience
- Financial expertise e.g. chartered accountant
- Risk management and audit
- HR and personnel

We would encourage you to consider who we are and click on the links to our [schools' websites](#) and meet with our leaders.

Our Business Director will also be able to provide additional material and information to help you to get to know the trust and our academies.

In what ways will I get involved in the management of the trust and its academies?

The short answer is that you won't. It is very important that, as a trustee, you understand the difference between your strategic role and the executive role of the CEO and the headteachers – which is operational. There are many definitions of governance, but it is generally accepted that the governance of an organisation is an activity distinct from, but complementary to, the management of the organisation.

Two common definitions of governance that bring out this important distinction are ensuring that the organisation does the right things, for the right people, in the right way (governance ensures, management does), and steering not rowing.

What sort of training should I expect and who will organise this?

All new trustees will receive an induction to give them the basic tools and information so they can commence the role. In addition, there are some key responsibilities of which all trustees will need to have knowledge. These include (not exhaustively) financial monitoring; teaching and learning and curriculum issues; and the legal areas of safeguarding, equality and diversity, and health and safety. Training is provided by The CEO but we also subscribe to the National Governance Association online training portal – Learning Link. You can access any training via this free of charge.

I have been told that my term of office is four years, but I am happy to serve for longer. Can I do this?

Many trustees serve a second term of office, but this will be subject to a decision by the board of trustees.

My partner works for a building contractor which occasionally does work for the school. Should I tell the trust about this?

All trustees are required on appointment to declare any interests that may potentially conflict with their role as trustee or governor and the interests of the trust. These are often financial interests but can also include membership of or connections with other organisations or interest groups. The register of conflicts of interests covers your close relatives, including your partner. The acid test is whether the other interest might compromise your independent judgement. Once an interest is declared, the trust will decide whether you will need to withdraw from consideration of any item where a conflict might occur.

I have been to my first meeting and have a concern about one of the decisions that was made. What should I do?

The board are a collective decision-making body, which means that individual trustees are bound to abide with a decision, even if they disagree with it, if it has been made reasonably and honestly. If, however, you have very serious concern about a decision you can make a request to the chair to put the item back on the agenda at the next meeting.

Apply

If you are interested apply via the Essex Schools Jobs website. Applications will be reviewed as and when received and appointments may be made at an early stage if suitable applications are received.

If you would like to discuss any aspects of the role before submitting an application please email Victoria Marrow, Business Director via vmarrow@tlptrust.co.uk.

Trustees are essential for the effectiveness and success of The Learning Partnership Trust and its academies; it is an extremely rewarding and fulfilling role.

Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;
 - and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Trust Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role
 - verification of qualifications and of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the Trust (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

The seriousness/level of the disclosed information e.g. was it a caution or a conviction.

How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.

The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.

The country where the offence/caution occurred.

Whether the individual shows or has shown genuine remorse.

If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Trust Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;
- to verify employment history

Only information related to the purposes stated will be shared with the panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the

purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the Trust's retention schedule.

A copy of our Recruitment Procedure is available upon request.