Canonium Learning Trust,
Docwra Road,
Kelvedon,
Essex,
CO5 9DS

VOLUNTARY ROLE DESCRIPTION

Non-Executive Trust Board Director

(Charity Trustee)

About Canonium Learning Trust:

Canonium Learning Trust is a charitable educational trust comprising five primary schools in Essex. Our mission is to provide every child with the best possible education while nurturing their potential and enthusiasm for learning. We aim to equip students to tackle future challenges and make positive contributions to society. We are dedicated to delivering an outstanding, inclusive, and well-rounded educational experience to all our pupils.

Opportunity:

We are looking to expand our Board of Directors. We are seeking dedicated and skilled volunteer Non-Executive Directors (Charity Trustees) who are passionate about education and committed to supporting our mission. As a Trustee, you will play a pivotal role in providing governance and strategic leadership to Canonium Learning Trust.

Skills required:

We are actively seeking individuals to join our board who possess **one or more** of the following key skills and expertise:

- Governance and Leadership
- Education Sector Knowledge
- Financial Management
- Legal and Compliance
- Estates Management
- Health and Safety
- Human Resources
- Strategic Planning
- Change Management

Role Purpose:

Directors work collectively to fulfil the purpose of the trust board, which includes:

- **Strategic Leadership:** Defining the vision, fostering the trust's culture, and setting the strategy.
- **Accountability and Assurance:** Providing robust and effective oversight of trust operations and performance.
- **Engagement:** Strategically overseeing relationships with stakeholders, ensuring decision-making is supported by meaningful engagement.

Strategic Responsibilities:

As a Director, you will be responsible for the following strategic areas:

- 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.
- Developing a strategy for achieving the trust's vision in collaboration with senior leaders.
- Ensuring stakeholders are involved, consulted, and informed as appropriate.
- Ensuring all schools in the trust deliver a broad and balanced curriculum, preparing pupils for the next stage of their education and adult life.
- Owning the trust's financial sustainability and ensuring effective resource management.
- Agreeing on the trust's staffing structure and ensuring it aligns with the delivery of the strategy.
- Establishing robust risk management policies and procedures.

Monitoring and Evaluation:

Directors monitor progress by:

- Measuring the trust's impact and progress towards its strategic objectives.
- Ensuring policies and procedures are in place and the trust operates effectively in line with these policies.
- Holding the senior executive leader accountable for standards, financial probity, and policy compliance.
- Evaluating relevant data and feedback provided by senior executive leaders and external reporting.
- Asking challenging questions of the senior executive leader to ensure accountability.
- Ensuring effective procedures are in place to address complaints.

Contribution to the Trust Board:

Directors make a positive and meaningful contribution by:

- Attending meetings (typically 6 full board meetings each year, and attendance at any relevant sub-committees), reading papers, and preparing questions for the senior executive leaders in advance.
- Building and maintaining professional relationships with senior executive leaders and fellow trustees.
- Becoming familiar with schools within the trust, including occasional visits during school hours.
- Participating in induction training and continuously developing knowledge and skills.
- Ensuring the trust's governance structure meets the trust's needs.
- Agreeing on clear schemes of delegation that outline responsibilities delegated to the senior executive leader and the board.
- Ensuring effective communication channels are in place.

How to Apply:

If you are enthusiastic about shaping the future of education and possess the skills and expertise mentioned above, we invite you to join our Board of Directors at Canonium Learning Trust.

To apply, please complete our application form which can be found here:

https://forms.gle/ULvLp9PZpwi539nAA

Canonium Learning Trust is an equal opportunities employer. We are committed to promoting diversity and inclusion, and we welcome applications from individuals of all backgrounds and experiences. We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, and enhanced DBS and Section 128 checks.