

Applicant Pack



Chair Designate of
the Trust Board



Welcome from our CEO

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I am delighted you have expressed interest in the chair of trustees designate role with our trust. Should you have any questions over the position or the application form, please contact our Lead Governance Professional, Danielle Hunt, for assistance on 0161 287 8000.

Our latest Annual Report can be accessed on our website [here](#).

We are unable to accept information held on CV's and therefore your application and accompanying statement will be used for selection purposes. The role description and accompanying information have been included to help you complete your statement which should detail why you would like to become our next chair of trustees and why you have selected our trust, in particular. It should also cover the skills and experience you feel you can bring to the role and may include any relevant hobbies, volunteering and charity work, personal interests or achievements. We would be grateful if you could also provide a daytime contact number on your application form.

All completed applications must be returned by 12 noon on the closing date on the advert.

May I take this opportunity to thank you for your interest in working with us to help support and improve the lives of the children and young people we serve and I look forward to receiving your completed application.

Best wishes,

Jayne Clarke
CEO



Job Description & Person Specification

Chair of Trustees Role Description

Introduction

An effective chair provides leadership and management to the board of trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the trust. The chair will play an integral role in ensuring that appropriate decisions are correctly made, including developing the trust's aims, objectives and goals, in accordance with the articles of association, legal obligations and regulatory guidelines. The chair will lead trustee discussions on the manner in which the trust continues to provide public benefit, and how such provision is continuously monitored by the board.

The chair will set the conditions for the overall board and the individual effectiveness of trustees. S/he will also set clear expectations concerning the trust's culture, values and behaviour, leading the board in ensuring that these are embedded and enforced.

The chair works in partnership with the chief executive officer and lead governance professional to ensure that trustee decisions are acted upon and the trust is managed effectively. The chair should fully understand the difference between the role the trustee board plays in governance, developing and agreeing the strategic direction of the trust, and that of the trust executive team in applying that strategy to the day-to-day operations of the trust.

Overall responsibility

The chair provides leadership to the board with prime responsibility for ensuring it has agreed priorities, appropriate structures, processes and a productive culture and has trustees and senior staff who are able to govern well and add value to the charity.' (Charity Governance Code (2.4.2)

Trustees are responsible for providing appropriate oversight, governance and leadership to the trust in the pursuit of its strategies to fulfil its charitable purposes. The chair's main role is to provide clear leadership of the board, demonstrate an ability to set the board agenda and lead the other trustees in playing a full role in the development and determination of the trust's strategy.

Main duties and responsibilities

In addition to those duties and responsibilities performed by all trustees, the chair is generally considered to lead on:

- instigating and facilitating discussions on the strategic development of the trust;
- providing clarity of vision to the board in fulfilling its charitable objects
- ensuring that the board has agreed strategic priorities
- holding the chief executive officer to account for the effective management and delivery of the trust's strategic aims and objectives, where appropriate;
- providing leadership, support and challenge to the chief executive officer, where appropriate;
- supporting and appraising the performance of the chief executive officer
- building and maintaining close relations between the trust's various constituencies, including members and stakeholder groups to promote the effective operation of the trust's activities;
- upholding the values of the trust by example, and to ensure that the organisation promotes equality, diversity and inclusion for all its stakeholders;
- facilitating effective board meetings, liaising with the governance professional, and chief executive officer where appropriate, with the drafting of agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings;
- encouraging all trustees to contribute their skills, experience and opinions in order to ensure adequate challenge and robust scrutiny;
- creating a board environment with strong working relationships where challenge and scrutiny are welcomed;
- attending and chairing the Standards Committee and Chairs' Group along with other ad hoc meetings of the main board when required;
- liaising with the governance professional to lead on the planning, setting and chairing of trustee meetings and general meetings, where appropriate;
- ensuring, in liaison with the governance professional, that appropriate procedures, processes and controls are in place and followed;
- participating in any board induction, training and evaluation identified as an individual trustee and as part of the board or committee;
- maintaining the trustees' commitment to board diversity, renewal and succession planning, in line with the trust's articles of association and/or current good practice
- undergoing an individual and board performance appraisal, and attending any additional training highlighted as a result of the evaluation process;
- undertaking evaluations of the performance of trustees and directing the governance professional to facilitate remedial action where required;
- acting between full meetings of the board in authorising action to be taken *intra vires* (Chair's Action) e.g. banking transactions and legal documents in accordance with relevant mandates; and
- representing the trust at functions, meetings and in the wider media, in line with the trust's agreed media strategy.
- acting as a conduit of information between the trust's members and the trust board

Person Specification

The following characteristics, knowledge and experience (or commitment to gain them) would be advantageous to the role of chair

- high level of understanding and interest in the issues of education and multi academy trusts;
- a commitment to the values and principles of the trust
- a commitment to the communities served by the trust
- strong business and financial acumen;
- experience of committee work;
- highly developed interpersonal and communication skills;
- proven leadership skills;
- strong organisational skills;
- ability to understand complex strategic issues, analyse and resolve difficult problems;
- sound, independent judgement, common sense and diplomacy;
- high standards of personal integrity and probity;
- politically astute, with the ability to grasp relevant issues and understand relationships between interested parties;
- resilience;
- a clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of trustees;
- sound knowledge of governance; and
- sufficient time and commitment to fulfil the role.

How To Apply

To apply, please click [here](#)

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF



**To find out
more or to
apply:**

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