

## ***Welcome from the Chair of Trustees***

Thank you for your interest in the role of Trustee at The Gallery Trust. As a successful and thriving Trust, we can offer you an exciting opportunity to contribute to our work at a time of growth, development and challenge.

There is no doubt that being a Trustee can be demanding. It is a voluntary post and is unpaid. However, I speak for myself and my fellow Trustees when I say that it is also very rewarding, offers the opportunity to gain new experiences and knowledge, and best of all, provides the chance to make a real difference to the lives of students with special educational needs and disabilities and their families.

By supporting The Gallery Trust to achieve its objectives, you will be benefitting our students, their families, and the wider community in which we live. You will join individuals who share your commitment, and you will work with a like-minded group who are ready and willing to offer their support as you develop your knowledge of the role. We currently have vacancies for 3 Trustees, and we welcome expressions of interest from candidates who have a diverse range of skills, knowledge and experience to complement our current Board. This experience may be gained in a variety of ways, including employment in areas such as finance, property and estates, IT and legal/compliance/risk management, and/or working in the voluntary sector and engaging with local communities.

Thank you for your interest in our Trust. Please do not hesitate to contact me at [c.scrivener@thegallerytrust.co.uk](mailto:c.scrivener@thegallerytrust.co.uk) to discuss your interest in this role. I will be delighted to hear from you.



Chris Scrivener

## ***About The Gallery Trust***

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for students with Special Educational Needs and Disabilities (SEND) in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, opening date to be confirmed
- A Free Special School in West Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove, a (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share their expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and, through a shared vision, enabling all students to reach their full potential.



# ***The role of Trustee***

The Gallery Trust Board currently has seven Trustees (*May 2021*), and the Trust's Articles of Association allow up to ten Trustees to serve on the Board.

Trustees are appointed by the Members following a recruitment process, which includes:

- a meeting with the Chair of Trustees, Chris Scrivener, and the Chief Executive Officer, Kay Willett
- completion of an application form
- reference checks
- a satisfactory Enhanced Disclosure and Barring Check
- confirmation that applicants comply with appropriate statutory eligibility regulations for their role

Trustees drive the management, performance and strategic direction of the MAT, and work closely with the Trust's senior leaders, offering appropriate support and challenge.

The Board of Trustees oversee the financial performance of the MAT, and ensure the Trust's compliance with Government, Department for Education and Education Skills Funding Agency requirements. The Trustees have legal responsibilities through the Articles and Memorandum of Association and the Funding Agreement with the Department for Education, and under company law as Directors, and under charity law as Trustees.

The function of the Board of Trustees is to look above and beyond the operational running of member academies in order to focus on strategic decision-making which supports the achievement of the Trust's objectives.

## ***In practical terms, what does it mean to be a Trustee?***

The Board of Trustees meets 6 times a year, and more frequently when required. Agendas and associated documents are distributed to Trustees in advance of meetings. Meetings are supported by a Governance Manager. Meetings are usually held late afternoon, often following committee meetings to ensure efficient time management. At the moment, because of the pandemic, meetings are held virtually.

We seek Trustees who can commit to attending most meetings, and who will read the pre-meeting paperwork so they can contribute effectively to the discussions at the meetings, and concentrate on the key points within board papers. Trustees may be assigned specific areas, depending on their expertise, to contribute to the attainment of strategic objectives within the Trust's Development Plan, and may be asked to join a committee.

Trustees should develop sufficient knowledge so they can act as a 'critical friend' to senior leaders, enabling them to challenge and support decisions. Trustees develop professional relationships with leaders in order to build the most effective ways of working.

Trustees are required to be familiar with certain key documents in order to hold the Trust to account, including the Academies Financial Handbook and the Trust's Articles of Association.

An important function of Trustees is to bring a range of perspectives and experiences which reflects the communities served by the Board. The Trustee board seeks to maintain a diverse membership so that its decision making is informed by a well rounded and inclusive approach.

Trustees are required to demonstrate the following abilities and skills:

- A desire to support positive change for students with Special Educational Needs and Disabilities
- A commitment to the aims and objectives of The Gallery Trust
- An ability to work effectively as a team while contributing an independent perspective
- An ability to build productive and supportive professional relationships
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to equal opportunities, diversity and Modern British Values
- A commitment to Safeguarding
- Strategic vision
- An ability to think creatively
- Good judgement
- Willingness to speak their mind

The Board currently demonstrates a wide range of skills, knowledge and abilities and would particularly welcome candidates who have experience in one or more of:

- Finance
- Estates / facilities
- IT
- Legal
- Compliance
- Risk
- The voluntary sector
- Working with local communities



## ***Key Functions of Trustees***

The six key features of effective governance are:

- Strategic leadership that sets and champions vision, ethos and strategy
- Accountability that improves educational standards and financial performance
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly defined roles and responsibilities
- Compliance with statutory and contractual requirements
- Evaluation to monitor and improve the quality and impact of governance

To achieve effective governance, Trustees are required to:

- Contribute to the development of the Trust's strategic goals, ensuring that the best interests of students and the local communities are the focus of all activities
- Ensure the highest standards of educational provision across all schools within the Trust, and that the senior leaders of the trust and all academies are held to account to deliver outstanding outcomes for students
- Ensure the highest levels of transparency, audit, governance and accountability in the education, corporate and financial affairs of the Trust
- Develop and review the Trust's internal controls and an audit regime to ensure that these identify the risks and opportunities to enable the Trust to be sustainable and relevant for all of the stakeholders
- Have an awareness and understanding of the national policy context, and of local needs for special education
- Work with other Trustees in a supportive, collaborative and constructive manner to encourage effective working
- Ensure the Trust establishes key objectives and control and management frameworks to deliver the agreed plans, identifies and assesses the risk of achieving them and regularly monitors performance to ensure appropriate corrective action can be taken
- Ensure consistent focus upon what is best for the Trust's schools and their students by providing support, challenge and advice to the Trust's senior leaders

# Application Form

*The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people and expects all stakeholders to share this commitment.*

*You are encouraged to discuss your interest in becoming a Trustee with the Chair of the Board before submitting an application form*

Full Name:
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**Relevant experience, interests and skills** *including any voluntary work*

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**Current/last\* employment** *\*please delete as applicable*

Name and address of employer	
Job title	
Date appointed to post	

**Other Employment HISTORY** *(last 10 years, or anything you wish to draw attention to as relevant)*

Job Title or Position	Name and address of employer, or description of activity	Dates			
		From		To	
		Month	Year	Month	Year

**Further or higher education, qualifications and / or relevant training**

Name of FE College or University or Awarding Body	Dates From To	Full or Part-time	Qualifications Obtained

Please set out a short personal statement to support your application, outlining the experience and skills you are able to offer to the role. Please detail the contribution that you will be able to bring to the Board.

**Referees**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. Referees will be asked about disciplinary offences relating to children, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives.

**First referee**

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

**Second referee**

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

## Personal Information

Surname or family name	
All previous surnames	
All forenames	
Title	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Date of birth	
Email address	
Have you ever been subject to a child protection or safeguarding investigation?	
Are you related to or have a close personal relationship with any pupil, employee, governor or trustee linked to The Gallery Trust?	
Do you have any special needs with which you may require assistance?	

Please expand this form if necessary



## Data Protection

The information collected on this form will be used in compliance with the General Data Protection Regulation. By supplying information, you are giving your consent to the information being processed. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information. This application form will be retained as part of your Trustee record.

## Notes

A person is disqualified from holding or continuing to hold office as a governor or trustee if, in summary, that person:

- is the subject of a bankruptcy restrictions order; an interim bankruptcy restrictions order; debt relief restrictions order; an interim debt relief restrictions order; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- is subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986; a disqualification order under the Companies (Northern Ireland) Order 2002; a disqualification undertaking accepted under the Company Directors Disqualification (Northern Ireland) Order 2002; or an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order)
- has been removed from the office of trustee for a charity by an order made by the Charity Commission or Commissioners or High Court on grounds of any misconduct or mismanagement in the administration of the charity, or under section 34 of the Charities and Trustee Investment (Scotland) Act 2005 from being concerned in the management or control of any body
- has been removed from office as an elected governor within the last five years
- is included in the list of people considered by the Secretary of State as unsuitable to work with children or young people
- is barred from any regulated activity relating to children
- is subject to a direction of the Secretary of State under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008
- is disqualified from working with children or from registering for child-minding or providing day care
- is disqualified from being an independent school proprietor, teacher or employee by the Secretary of State
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has been sentenced to three months or more in prison (without the option of a fine) in the five years ending with the date preceding the date of appointment/election as a governor or since becoming a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has received a prison sentence of two and a half years or more in the 20 years ending with the date preceding the date of appointment/election as a governor
- subject to certain exceptions for overseas offences that do not correlate with a UK offence, has at any time received a prison sentence of five years or more

- has been convicted and fined for causing a nuisance or disturbance on school or educational premises during the five years ending with the date immediately preceding appointment/election or since appointment or election as a governor
- refuses a request by the clerk to make an application to the Disclosure And Barring Service for a criminal records certificate.

Anyone proposed or serving as a trustee who is disqualified for one of these reasons must notify the Board's Governance Manager.

## Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawn, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used, and in particular that checks may be carried out to verify the contents of my application form.

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Signature of Applicant

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Print Name

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Date