

Directors – Role Description

Introduction

The Board of Directors comprises no less than three and no more than 15 Directors of the company known as the Link Academy Trust. The Trust is a private company limited by guarantee and also an exempt charity, monitored by the Education & Skills Funding Agency.

The Board comprises:

- a. up to eight Foundation Directors, appointed by the Foundation Members
- b. up to six Non-Foundation Directors, appointed by the Non-Foundation Members
- c. The Chief Executive Officer (CEO)

Appointment

Procedures are in place to recruit new members of the Board of Directors based on a skills analysis of the experience and expertise currently available. The Board has identified the following key areas of expertise as necessary for the good governance of the Trust:

- Ambassadorial experience
- Audit – Financial and other
- Bid Writing
- Business Development
- Communications
- Consultancy
- Customer/Membership Care
- Disability and Discrimination
- Education – Church Schools
- Education – Primary
- Education – other
- Equality of Opportunity and Diversity
- Financial – accounting
- Governance
- Human Resources
- Information Technology (systems)
- Information Technology (use in Education)
- Legal (charity, company, employment, H&S)
- Management (leadership, business, volunteering)
- Marketing (including events)
- Media/PR
- Monitoring and evaluation
- Negotiating skills/Contracts
- Networks/alliances and partnerships
- Organisational development, change management
- Policy implementation
- Political and Parliamentary
- Procurement
- Property – estate management
- Property – facilities management
- Research
- Strategic Planning, frameworks, systems
- Volunteer support

Recruitment of Directors

Based on the Board's agreed priorities for new Directors, applicants are invited to submit their CV and a covering form which gives examples of the expertise which they can bring to the Board. Candidates are interviewed and appointments are subject to the approval of the Board before being recommended to the Company's Members.

Role of Directors

The Board of Directors meets at least six times a year and holds one or more strategic planning events each year. In addition, the Board meets with the Members for an Annual General Meeting. Wherever possible, dates for meetings are scheduled well in advance to maximise attendance and ensure that the Board and its meetings are quorate. The powers of the Directors are set out in

Articles 5(a) to (r) and 93 to 96 and this document should not be treated as a full explanation of the role and powers of the Board. The role of each Director, both individually and collectively, is as follows:

1. Custodian of public funds allocated by the Department for Education through the Education & Skills Funding Agency (EFSA)
2. Expend funds of the company as they shall consider most beneficial for the achievement of the Object which is to:

Advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing Academies which shall offer a broad and balanced curriculum and which shall include:

(i) Church of England Academies designated as such which shall be conducted in accordance with the principles, practices and tenets of the Church of England both generally and in particular in relation to arranging for religious education and daily acts of worship, and having regard to any advice issued by the Diocesan Board of Education; and

(ii) other Academies whether with or without a designated religious character; but in relation to each of the Academies to recognise and support their individual ethos, whether or not designated Church of England.

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3. Be accountable to the ESFA for all income and expenditure and to ensure it is applied for the purpose for which it is granted.
4. Act as the employer of all staff and to make all reasonable and necessary provision for the payments of pensions and superannuation to staff and their dependants.
5. Enter into contracts, partnerships and other short and long term arrangements for mutual benefit
6. Agree all policies and procedures in the name of the company
7. Establish committees with specific responsibilities and to determine their constitutions and terms of reference, ensuring these are assessed for fitness for purpose annually, both in terms of membership and duties.

Each Director is expected to:

- a. serve on one or more Committee
- b. undertake specific responsibility for a particular activity of the Board
- c. support events hosted by the Trust or its schools
- d. promote the Trust and its schools to enhance the reputation of the Link Academy Trust
- e. complete a Register of Interests form and update this at least annually or more frequently as changes occur.