

Dear Applicant,

Thank you for your interest in the Palladian Academy Trust. We are a relatively new Multi-Academy Trust, set up at the start of the 2016-17 school year.

It currently comprises eight well-established schools in central, south and west Bath, encompassing all phases of education from reception through to sixth form:

- Combe Down CEVC Primary School
- Oldfield Park Infant School
- Oldfield Park Junior School
- Ralph Allen Secondary School
- Widcombe Infant School
- St. Martin's Garden Primary School
- St. Philip's CEVC Primary School
- Widcombe CEVA Junior School.

The Margaret Coates Centre, catering for primary aged children with Autistic Spectrum Disorder and other associated disorders, is attached to St. Martin's Garden and is also part of the Trust. Around 2700 children currently attend our schools. The close proximity of all the schools was an important driver in our decision to come together; each school is a short drive away from every other, facilitating true collaboration and resource sharing.

The Trust's schools are a mix of non-denominational and Church of England schools. A key tenet of the Trust is for the schools to work closely together, whilst respecting and maintaining the individual character and ethos of each individual school.

The Trust's values sit at the heart of our approach to all matters: to work in partnership within the community to achieve the best possible outcomes for learners; to help children build the character to be confident, well-prepared and successful learners; to nurture the well-being of all; and to create new pathways for the effective professional development of staff.

The Trust is looking to fill a number of vacancies on our Board of Trustees and our committees. Trustees and committee members play a vital role in the governance and scrutiny of all aspects of the Trust. While our Executive Team – the CEO, COO and the Headteachers - have responsibility for the day-to-day operation of the Trust and our schools, the trustees and committees oversee the strategic direction of the Trust and our financial and educational performance, and ensure we remain true to our core values, as well as upholding all of our statutory duties.

Trustees and committee members are unpaid roles, and anyone considering volunteering to these roles should be able to commit to a maximum of 12 two-hour meetings during a school year, as well as dealing with occasional matters by email between meetings. A real interest and passion for the role is every bit as important as having the particular experience that the Board may be looking for.

The Board of Trustees aims to have a total of 12 Trustees. It currently has four vacancies, three of which are reserved for foundation trustees who meet the criteria set out by the Diocese of

Bath and Wells for Trustees. This means that as well as having the skills identified as being needed by the Board, foundation trustees are also approved by the Diocese as being suitable to uphold, maintain and develop the Christian ethos of the Church of England Schools within the Trust.

Trustees are generally expected to be a member of a committee, and therefore a new trustee would ideally have experience and/or expertise in one the areas defined below.

The Trust Board has three committees, and much of the work of scrutinising the performance of the Trust is delegated to them. Those committees are:

- **The Audit and Risk Committee**, whose main duties are:
 - To monitor and assess internal controls to ensure that the whole Trust is operating at appropriate levels of risk and in compliance with the Code of Audit Practice.
 - To take responsibility for external and internal audit matters, and oversee the work programme and performance quality of the internal and external audit services.
 - To support the Board of Trustees in ensuring that a framework is established and maintained for the identification and management of risk, and to provide an added level of scrutiny in the monitoring of audit and risk.

- **The Finance and Resources Committee**, whose main duties are:
 - To ensure that the Trust's framework of financial planning, treasury management, systems and controls is enabling the proper management of financial resources across the Trust.
 - To support the Board of Trustees in ensuring that a framework is established and maintained for optimising the employment of all financial and other resources (other than human) available to the Trust to enable it to meet its business, financial and educational objectives.
 - To support the Board of Trustees in providing an added level of scrutiny in the monitoring of finance and resources.

- **The HR, Remuneration and Selection Committee**, whose main duties are:
 - To develop a strategy for the employment of all Trust staff and all strategic issues relating to staff, including salary and benefit packages.
 - To consider issues relating to the contracts of employment for the Chief Executive and other members of the Executive Leadership Team, including the review of salary, benefits and appraisal.
 - To oversee processes for the recruitment, induction, appraisal and training of all trustees, school governors and committee members.
 - To oversee the Trust's strategy in relation to equality, diversity and inclusion.
 - To support the Board of Trustees in providing an added level of scrutiny in the monitoring of HR and governance.

As well as looking for new trustees, the Board of Trustees would also like to appoint additional committee members to all of the committees. It is looking for people with the following skills and/or experience:

- **Audit and Risk Committee**
 - Internal audit
 - Safeguarding
 - Risk management
 - Ofsted inspections
 - Reviewing educational data
- **Finance and Resources Committee**
 - Financial and/or treasury management
 - Development/ building revenue streams
 - Health and Safety
 - IT systems (ideally as used by large multi-site organisations)
 - Marketing
- **HR, Remuneration and Selection Committee**
 - Organisational/change management
 - HR/employment relations
 - Continuing Professional Development (CPD)

It is important to clarify that being a committee member or a trustee does not mean you are involved with the operational work associated with your area of expertise. Instead, your role is to scrutinise, using your experience to review and challenge, so the Board can be confident that operations in any particular area are as they should be.

People who have, or have had, children at one of the schools in the Trust may wish to volunteer for one of these roles. We would warmly welcome this, but should emphasise that the role of a trustee or committee member is to act on behalf of all schools within the Trust equally; trustees and committee members contribute to the health and success of the Trust as a whole.

If you would like to apply for one of these roles, please fill out the attached form and send it to the Palladian Academy Trust Governance Officer, Tanya Lock, either by email or by post:

- email: t.lock@palladianacademytrust.com
- post: Tanya Lock, Ralph Allen School, Claverton Down Road, Bath BA2 7AD.

If you would like to discuss any aspect of being a trustee or committee member, including concerns about being able to fulfil any aspect of the role, please feel free to call me on 07836 527308.

Thank you for your interest. We very much look forward to hearing from you.

Yours sincerely,

Russell Franks
Acting Chair of Trustees, Palladian Academy Trust