



Chair and Trustee Candidate Pack

Contents



Letter from the CEO	2
About the Trust	4
Trust Governance	6
Governance Structure	7
Role Description	8
Additional Information	15
How to Apply	18

Letter from the CEO



Thank you for your interest in The Auriga Academy Trust.

Following our current Chair's decision to step back and the need to recruit more Trustees, we warmly welcome your interest in finding out more about our Trust. Trustees provide effective challenge to me and my team, providing clear direction and enabling us to deliver on the strategy which they set.

Our Board are focused on delivering more than just our 'charitable object' of advancing education for public benefit: they want to ensure we are acknowledged to be a centre of excellence and innovation, rooted in our communities and committed to doing so in a sustainable and ethical way.

We all have the highest expectations for professional standards of governance and accountability and want our new Chair to provide confident and visionary strategic leadership.

Trustees will need to understand our legal, regulatory and strategic responsibilities in order for them to address the next challenges facing the Trust. Developing Trustees, leading by example and setting the tone from the top will be key for the Chair.

Our Trustees understand and value the importance of the seven principles of public life – selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

The educational landscape has changed with new standards, especially for governance, defining 'Trust Quality' and key principles underpinning these within a voluntary Governance Code.

Whether you are considering joining us as a Trustee or potential Chair, you will find us and our schools welcoming, supportive, caring and ambitious. We hope that you will want to be a part of helping us continue our Trust's journey into the future.

Should you need any further information or would like an initial conversation with myself, or another Trustee, please contact the Reach TrusteeWorks team who will arrange this for you.

I look forward to receiving your application.

Ivan Pryce
CEO and Trustee



About the Trust



The Auriga Academy Trust was established on 1st October 2016. The trust comprises of three separate and distinct special academies:

- Capella House School
- Clarendon School
- Strathmore School

Capella House is a co-educational special school for 72 pupils aged 4 to 16. The school specialises in children whose primary or main presenting needs relate to difficulties with speech, language and communication. The school has 2 campuses, primary and secondary, both based in Twickenham.

Clarendon is a co-educational special school for 140 pupils aged 4 to 16 with moderate learning difficulties, many of whom have additional complex needs, including autism. The school manages an offsite centre: Gateway, which is for 20 pupils aged 11 to 16 co-located with Twickenham Academy.

Strathmore is a co-educational special school for children and young people aged 4 to 19 with severe and complex learning difficulties, including those with an additional diagnosis of autism and/or physical/sensory disabilities.

The Auriga Academy Trust is founded on the vision that, through working together, we can provide outstanding learning experiences for the pupils and students in our communities, both now and in the future.

The Auriga Academy Trust aims to provide outstanding special needs provision for the local community.

The Trust works in a supportive partnership with local special schools with each school maintaining its unique identity and ethos.

Through the Trust the schools work collaboratively together to ensure maximum benefit for all students through shared best practice, resources and economies of scale.



Trust Governance



The Board of Trustees, fulfilling the role of both directors under company law and Trustees under charity law, exercise the powers and carry out the duties of the Auriga Academy Trust. The Board of Trustees are responsible to the Members of the Trust as well as the parents, pupils and staff at the academies.

The Trustees are responsible for the three core governance functions:

- Setting the strategic direction of the Trust and the academies within the Trust.
- Holding the CEO and Senior Leadership to account.
- Ensuring financial probity and compliance with charity and company law and the academy trust's funding agreement.

In order to fulfill these objectives the Trustees have formed four sub- committees:

- The Audit and Risk Committee provides oversight of internal controls and risk management.
- The Standards and Effectiveness Committee monitors individual school performance and improvement, and pupil welfare.
- The Finance and Resources Committee focusses on finance matters.
- The Pay Committee focusses on pay matters.

Governance Structure



Auriga Academy Trust Governance

Board of Members

Keith Tysoe (LA Advisor -School Standards) Voting Member	James De Bass (Lawyer, CEO Educate) Voting Member	Vacancy	David Leeming (Senior Director, RBS) Voting Member	Jeremy Reynolds (Corporate Relations Director) Voting Member
--	---	---------	--	--

Board of Trustees and Committees

Harry James Chair	Joanne Merritt Vice-Chair	Sarah Baker	Lucinda Christian-Lim	Paul Giuffredi	Adele Kimber	Lorna Goodwin	Ivan Pryce AAT CEO	Paul Roberts
----------------------	------------------------------	-------------	--------------------------	----------------	--------------	---------------	-----------------------	--------------

Committees	Standards and Effectiveness	Finance and Resources Standards and Effectiveness Audit and Risk	Chair – Pay Finance and Resources	Standards and Effectiveness	Chair - Finance and Resources Pay	Finance and Resources Standards and Effectiveness	Chair -Standards and Effectiveness Pay	Chair - Audit and Risk
------------	-----------------------------	--	--------------------------------------	-----------------------------	--------------------------------------	--	---	------------------------

Trust Officers and Headteachers (Non-voting)

Susie Connor AAT Finance Director	Niall Dumigan HT Clarendon School	Dominic Sunderland HT Capella House School	Sarah Hurtado HT Strathmore School
--------------------------------------	--------------------------------------	---	---------------------------------------

Capella House School Local Governing Board

Clarendon School Local Governing Board

Strathmore School Local Governing Board

	<u>Capella House School Local Governing Board</u>	<u>Clarendon School Local Governing Board</u>	<u>Strathmore School Local Governing Board</u>
Headteacher	Dominic Sunderland Peter Bailey	Niall Dumigan	Sarah Hurtado
Co-opted Governors (7)	Niale Cleobury Michele Coleman Simon Gordon (Co Vice-Chair) Kate Nepstad (Co Vice-Chair) Julia Morley Andrew Whiteside (Chair)	Niall Brady Bharat Gopalan James Rimmer Hannah Shepard Aminta Townshend Vacancy Vacancy	Rebecca Branch (Co Vice-Chair) Jane Curzon (Chair) Marc Dodi (Co Vice-Chair) Alex Lee Mitch Pender Michael Jacob Ayushi Bagga
Parent Governors (2)	Claire Richmond Meredith Hamilton	Kelly Faulkner (Vice Chair) Vacancy	Devang Desai John Nicholl
Staff Governors (2)	Kirsty Craik Vacancy	Michael Sinanan Zoe McGregor	Sarah Terrey Laura Dyer
In attendance as required	Maria Landeira Frias Philip John	Lindsay Patience (advisor), Angela Mason (HoC - Primary) Michael Sinanan (HoC - Secondary) Jayne Gray (HoC - Gateway)	Lauren Crew (DHT) Adriana Martyr (AHT - Secondary) Laura Wrigglesworth (AHT - Primary)

Governance Professional - Julie Adams Clerk - Gilly Hudson

Role Description



We are looking for a new Chair of Trustees for our inclusive and supportive Board as well as a number of new Trustees. We are looking to recruit on to our Trustee Board individuals who have interest, enthusiasm and energy to support our work. As a Trustee you will get involved in:

- Setting the strategic direction of the charity.
- Supporting the leadership team with your guidance, experience and expertise.
- Monitoring progress. acting as a link and being an ambassador for the charity in the local community.

Chair of Trustees - Role Description

The new Chair will be responsible for:

- Ensuring the Board and CEO have a clear vision and strategy for the trust.
- Leading the Board and ensuring strategy is implemented and monitored, with support from the Vice Chair and the governance professional.
- Championing high standards of governance and continuous improvement.
- Setting and agreeing the Board meeting agenda with support from the senior executive leader and the governance professional.
- Line management of the senior executive.

- The performance review of the governance professional in their governance role within the trust.
- Setting expectations for professional standards of governance, creating the right conditions to support the Board's discussions and decision-making.
- Ensuring that Trustees and committee members are committed and effective in their roles
- Where required, representing the Trust in its dealings with external partners and being an advocate for the Trust.
- Regularly communicating with Committee Chairs including Chairs of LGBs providing a link to the Trust Board.

This is a voluntary role is not remunerated. However, reasonable expenses incurred in carrying out the role will be repaid.

Chair of Trustees - Person Description

Candidates for the role of Chair should be able to demonstrate the following skills and attributes:

- Commitment to the trust and its mission.
- Personal integrity.
- Good understanding of the environment in which the trust is operating (education or Charity).
- Good understanding of the role and legal responsibilities of the Board and Trustees.
- Strong relationship-building and communication skills.
- Negotiation and diplomacy skills with the ability to have courageous conversations.
- Ability to think strategically and objectively, take the long view and prioritise.

- Capacity to process information quickly and understand relevant data, drawing valid conclusions with a considered approach to risk.
- Ability to Chair meetings well, encouraging debate and facilitating decision-making.
- Ability to build and get the best out of a team while addressing any skills or experience gaps.
- Ability and willingness to delegate and trust others.

What our Trustees would like to see from the new Chair:

"I would like a Chair to help us maximise the funding we can receive from AFC so we can give the children we support the best start in life."

"Keep the Board focused on key priorities; Develop, and enhance, the Board to be more effective; Be a visible, and inspiring, leader."

"I would like to see the new Chair lead the Board in creating an updated strategic vision; enabling the Trust to continue providing opportunities to our community and beyond; delegating tasks and making use of the skills and knowledge of Trustees and strengthening links between the Board and the school governing bodies."

"As a trust we are at a pivotal moment in our development. As our current Chair and Vice-Chair step down, the Trust has been in existence for eight years and operates three Special schools sited in multiple campuses. All volunteers and staff demonstrate a keen focus on excellence, best practice and achieving the best outcomes for our students..."

...Amongst the challenges awaiting a new Chair is ensuring the financial viability of the trust to ensure that it can continue providing its services to our community. Like almost every trust in the country we are facing financial pressures due to funding limitations and this may require difficult decisions in the future. To be clear, there is no imminent danger of the trust being insolvent but prudent financial planning will certainly be needed. With a total of three schools, it may be the case that the Trust seeks to grow by adding more schools in order to achieve the further efficiencies.

Another task for the incoming Chair will be to strengthen the leadership teams. The Board itself needs additional members in order to maintain its capacity and may well need to delegate its duties in a new way. Supporting the CEO in his duties and being a critical friend is also key task as we venture in to future. "



Trustees – Role Description

As well as our new Chair, we are looking for a number of new Trustees to join our Board. In particular, we are looking for individuals with skills and experience in the following areas:

Human Resources and Equity, Diversity and Inclusion

Facilities and Premises Management

The Board of Trustees and the local governing Boards are accountable for ensuring high standards of achievement for all children and young people in their educational setting.

Our Trustees are responsible for the three core governance functions:

- Setting the strategic direction of the trust and the academies within the trust.
- Engaging with all stakeholders to set out and embed the vision and ethos in all areas of school life.
- Work effectively with senior leaders to set strategic objectives to help the schools reach their goals.
- Hold CEO and Senior Leadership to account for the educational and financial performance of the school. Creating robust accountability for school leaders through rigorous analysis of performance data and financial information.
- Ensure the Trust's financial success and probity Including compliance with charity and company law and the academy trust's funding agreement.

Trust Board Procedures & Expectations.

The Auriga Academy Trust and its schools have a written code of conduct so that all Trustees know what is expected of them. The code of conduct includes the following principles and says that all Trustees should:

- Have the well-being and success of the school or academy as their central concern.
- Act fairly and without prejudice at all times.
- Understand that all Trustees have equal status.
- Appreciate that in general no Trustee has individual power.
- Be actively involved in the work of the Board and accept a fair share of responsibility.
- Make every effort to attend and participate in the meetings and prepare for them by reading papers and thinking about agenda items. They must accept decisions made by the majority.
- Work in partnership with the CEO and all the staff.
- Understand and balance their own strategic role with the CEO's responsibility for the implementation of policy and the day-to-day management of the Trust.
- Make the effort to get to know the schools in the trust and their staff, pupils, and parents. This includes supporting the school's activities.
- Ensure that matters discussed in meetings that are deemed confidential are not discussed outside the meeting.
- Know and comply with the procedures adopted by the Board for dealing with criticisms and complaints.



Being an effective Trustee does mean promising to commit time to the role. As well as attending meetings you will need to develop your knowledge and understanding of the work of the schools within the trust; this will mean visiting the schools during the working day and attending relevant training courses.

Our Commitment to Equality, Diversity and Inclusion

As a trust, we need a diverse range of people on the Board to represent all aspects and areas of the community and the children we support. We are proud to be an equal opportunities employer and we value the contribution each individual makes to our work. We have striven to build a diverse and inclusive working environment where all staff feel empowered, respected and valued. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

Additional Information

Nature of the Chair and Trustee roles

Our Trustee roles are voluntary positions and the role of Trustee is unpaid, our Board of Trustees are all skilled volunteers. Expenses for travel may be claimed.

Meetings, Time Commitment and Decision Making

Meetings, Time Commitment and Decision Making Meetings will be a necessary and consistent call on the time of our Trustees.

For all Trustees, there will be a minimum of 6 Board meetings per academic year. Meetings are either during the day or evening, dependent on Trustee availability. While there is the facility to attend occasional meetings online, it is expected that in the main, meetings will be attended in person.

The Chair of Trustees and Trustees will also be expected to sit on one committee and attend or lead committee meetings (minimum 3 per year). It is important to prepare for meetings and use them to contribute views and ideas. Meetings are important for making sure that the trust/school is on track and for monitoring performance against plans and for monitoring key risks. All Trustees should be prepared to ask questions, particularly on things that they are unclear about to increase their knowledge.

The Chair of Trustees will additionally be involved in network meetings along with the Vice Chair.

How our existing Trustees feel they have benefitted from their roles:

"I Chair the finance committee of the trust. It is good to be able to share my finance and business skills to support an organisation which helps children with special educational needs maximise their potential in life. "

"Helping to make a difference to some of the most vulnerable members of our society is immensely rewarding. Developing the future of the trust is both challenging and exciting."

"For me, the opportunity of working with the leadership of the Trust, using skills and experience gained elsewhere in my career, to provide outstanding learning experiences for our pupils and their families is a very rewarding one. The caring and inclusive ethos of the schools is inspiring."

"One of my children was attending Clarendon Special school when the decision was taken to form the Auriga Academy Trust. I was approached to join the Board to, amongst other things, provide a parent's view point during discussions. I was happy to join as I was already aware of the important work that Special Schools do in our community but also the dedication shown in assisting our young people which, in my direct experience, goes significantly beyond what is provided in mainstream schools. I have had the opportunity to see how the leadership of the trust and schools makes an impact on the lives of students and their families and I can think of nothing more worthwhile to be involved with as a volunteer..."

...I have now been on the Board for eight years (seven since my eventual appointment as Trustee) and have seen the academy transition from being a collection of individual LA managed schools to a Multi-Academy Trust with a coherent identity. This hasn't always been easy and there have been (and continue to be) challenges but I cannot fault the dedication of everyone involved from my fellow Board members and executive management team all the way through to the teaching and support staff working every day to provide a better future for our young people. "

"I believe in opportunity for all and seeing the young people share their abilities and knowing that I can contribute to this is a strong motivation. I have the knowledge and skills in both education and SEND to make a difference and believe strongly that all should be involved in their community. Knowing that teachers, leaders, TAs and support staff give so much more than time to our young people I am honoured to be a cog in the wheel that enables Auriga to contribute to and be part of the community. Auriga is about the young people and the young people in the local area and I think as governors and Trustees we experience a better community for being part of it. Inclusive education has always been at the heart of my professional life and this is a way I can give to the community and be thankful for the opportunities and experiences I have had."



How to Apply



Reach Volunteering are supporting The Auriga Academy Trust with their Board recruitment and applications should be sent to the Reach TrusteeWorks team:

trusteeworks@reachvolunteering.org.uk

Please submit your CV along with a Cover Letter which should state:

- How your skills and experience would add value to the Board.
- What has motivated you to apply for this role.
- What your understanding of the role involves.
- How your own philosophy marries with that of the Trust.

All applicants are asked to submit the details of 2 referees.

Should you have any questions about the role or the recruitment process please contact the TrusteeWorks team. We can also organise an informal conversation with a current Board member if that would be helpful before an application.

