



BOARD TRUSTEE (VOLUNTEER) Candidate Information Pack

Looking for experienced
Finance/Accountancy professionals and **Chair of a Board**



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Thank you very much for your interest in the opportunity to become a Volunteer Board Trustee of Crescent Purchasing Consortium. It is my great honour to be Chair of this exceptional Charity.

Our vision is ‘to be the procurement services partner of choice for the education sector and through our work, help the education sector to enhance teaching and learning’. We do this by delivering great-value professional procurement services to the education and wider public sectors, and then gift surplus reserves generated by the Charity from our procurement services back to the education sector to fund a variety of projects to support SEND, wellbeing and absenteeism. This means that our customers can benefit twice from our service. Essentially, we want to keep education sector money, within the education sector.

The backbone to how we operate as a Board of Trustees and employees are our values. These are ‘People Oriented, Supportive, Collaborative, Professional, Customer Focused’. CPC is the same as an educational establishment in that people are our assets, without them we cannot deliver the services we pride ourselves on and our customers cannot benefit from the expertise we deliver, across a range of different services. Trustees play a vital role in our continued success, providing strategic direction and strong governance across CPC, as well as supporting the work of the leadership team.

We are seeking additional Trustees with high-level skills and experience from all sectors to help drive our charity forward. We are particularly keen to strengthen the Board with experience in **Finance/Accountancy** and **Chair of a Board**.

We have a vast number of customers from academies, primary and secondary schools, and we want to ensure their voice is represented through our work. To reflect our aspirations to nurture a broad inclusive community, we are looking for Trustees who bring a diversity of lived experience, empathy and understanding to our Board.

I hope this candidate pack sparks your interest and provides the information and inspiration to help you understand how your skills and experience could help CPC deliver our mission statement of delivering outstanding procurement services. I can genuinely say there has never been a better time to join us than now. For an informal discussion about any aspect of the role and recruitment process, please contact Darren Lowe, Managing Director on d.lowe@thecpc.ac.uk.

Yours faithfully,

Andy Comyn
CHAIR

About us



Procurement Excellence

CPC was founded in Salford, Greater Manchester in 1999 and is now an established registered Charity that provides procurement services to schools, academies, colleges, universities, and wider public sector.

CPC is passionate about enhancing teaching and learning through procurement. We enhance the work of schools, colleges and universities by providing professional procurement services so our customers can improve the quality of the goods and services being procured at a price which is very competitive, whilst still complying with the public procurement legislation.

As a not-for-profit organisation we share our surplus reserves with our education sector customers. The team at CPC takes great pride in the work we do, but we have the privilege of being able to offer a second level of support to help SEND, wellbeing and absenteeism, through our 'Giving Back' grant funding initiative.

Some key statistics:

- 10,000+ Education members.
- 80 + Frameworks.
- Income exceeded £6m for the first time in 2024.

- Operating surplus was £1.1m (before pension cost).
- To date we have designated £2 million of reserves towards 'Giving Back' projects that support our members.
- £813k has been expended prior to the financial year with a further £231k spent during 2023-24. We anticipate a further £500k being spent during 2024-25.
- 239 tenders completed in 103 different categories.
- Over £10m of savings generated for education establishments across our managed service contracts.
- 96% customer satisfaction survey across the Charity.

Our **Vision** is to be the procurement services partner of choice for the education sector and, through our work, help the sector to enhance teaching and learning.

Our **Mission** is to provide outstanding procurement services to members and clients.

Our **Values** deliver our distinctive culture, underpin our relationships, and define what makes CPC a unique place to work.





The Strategy sets out the direction until July 2027. Over the next five years we will focus our objectives and key results on delivering three strategic aims.

Strategies - Longer term strategic pillar of the company		
(S1) To deliver outstanding procurement services.	(O1) We want to achieve continuous improvement in the delivery of our procurement services. Success will be sustaining or improving customer satisfaction by maintaining or improving the % of survey responses ranked outstanding or good compared to the previous year results.	(KR1) An average of 98% by 2027 calculated across good and outstanding scores. 20/21 - average 97% 21/22 - average 94%
	(O2) We want to be the procurement services partner of choice for the education sector and beyond. We will do this by pro-actively engaging with customers to understand and meet their needs.	(KR2) Increasing the number of CPC members to 15000 by 2027. Target avg. inc. of 14% per annum. (KR3) Increasing the number of TES placement customer days to 130 per annum by 2027. (KR4) Increasing the number of confirmed On Demand tenders to exceed 250 per annum by 2027. Target increase of 8% per annum.
	(O3) We want to be a trusted provider of procurement services. We will do this by being open, transparent, and fair with marketplace suppliers. We will do this by being pro-active and ethical in our engagement with suppliers (new and existing).	(KR5) An average score of 95% across good and outstanding scores of a Supplier satisfaction survey by 2027. (KR6) Increase the number of actively engaged suppliers across the Charity.
(S2) To support the development of our people (members and employees).	(O4) To promote the importance of procurement professionals within the education sector.	(KR7) Increase the dedicated procurement resource within membership establishments annually. Starting position unknown until research has been completed in year 1 (initiative 17).
	(O5) Be an employer of choice with attracts, retains, and develops talent.	(KR8) Improve the labour turnover rate and maintain at 12% or below.
	(O6) Advance education and research by developing our people to be the best they can be.	(KR9) Increase the number of unique user views across Crescent Learning web pages to 7,000 (64%) per annum by 2027. 21/22 - 4267 unique page views.
(S3) To enable a sustainable future.	(O7) Achieve financial sustainability	(KR10) Generate >£7m of income by 2027.
	(O8) Achieve environmental sustainability	(KR11) Gain ISO14001 environmental management accreditation by 2027.
	(O9) Achieve economic sustainability	(KR12) Gain ISO27001 information security management accreditation by 2027. (KR13) Gain ISO45001 occupational health and safety accreditation by 2027.

Our Leadership Team



Together the leadership team take responsibility for every aspect of the smooth day-to-day running of the Charity. This includes championing a high performing positive work culture and working collaboratively across teams to foster our charity values of **People Oriented, Collaborative, Supportive, Professional, and Customer Focused**. They also are required to manage a financially and operationally sustainable business through strategic planning and delivery, risk management, statutory policy and compliance, marketing, and public relation strategies and developing new business opportunities.

The Leadership Team are passionately committed to creating a truly great place to work where our employees can thrive and grow to deliver exceptional services to our members and customers.

The team works closely with the Board of Trustees and plays a pivotal role in the future growth plans of the Charity.



Darren Lowe,
Managing Director



David Owen,
Financial Controller



Rachel Turner,
Head of Procurement
(Consultancy Services North)



Rana Holland,
Head of Communications &
Engagement



Raymond Wiffen,
Head of Procurement
(Consultancy Services South)

Our Board of Trustees



Our Trustees have independent control of the Charity and are committed to providing the highest standards of governance and guidance. The Board approves the Vision and overall strategic plan proposed by the Leadership team and ensures its effective delivery. The Trustees have a responsibility to understand the environment in which the Charity is operating and to lead the Charity in fulfilling its purpose as effectively as possible with the resources available. The Trustees protect the Charity's best interest and oversee the management, strategic planning and accountability. There are 11 Trustees currently and our membership consists of:



Andy Comyn (Chair),
Deputy Chief Executive &
Chief Financial Officer,
Nottingham College



David Thornton,
Founder & MD,
Thornton & Lowe



Lawrence Jenkins,
Deputy Chief Executive,
North Kent College



Simon Jacobs,
Freelance Marketing
Consultant,
Professional Weirdos



Peter Kane,
Head of Estates & FM,
Belfast Metropolitan College



Sapna Patel,
Head of Cyber Security,
The King's Trust



Fatima Banishem,
Finance Officer,
College of West Anglia



Katherine Jarvis,
Head of Procurement,
CARE Fertility



Aimee Williams,
Director of School
Improvement,
Three Spires Trust



Rem Noormohamed,
Partner Fieldfisher LLP



Lydia Sparrow,
Coach & Consultant,
Coach Mentoring Ltd

Become a Trustee



We are seeking

We are looking to appoint additional Trustees to our Board. In particular, we are committed to ensuring that people with a diverse range of skills and experience are encouraged to apply and contribute fully as Trustees. To support our 5-year strategic plan we are looking for Trustees with the following skills:

- Chair of a Board
- Finance/Accountancy

To reflect our aspirations to nurture a broad inclusive community, we are looking for Trustees who bring a diversity of lived experience, empathy and understanding to our Board.

Attendance and meeting

The Board of Trustees meet three times a year, comprising of a full day strategy and employee engagement meeting in March and two half day morning meetings in July and December. The Annual General Meeting takes place in December, prior to the board meeting commencing. Whilst attendance in person is encouraged (mandated for the March meeting), virtual attendance can be organised where physical attendance is not possible. All in-person meetings take place in Salford. We will be reviewing these arrangements following the appointment of new Trustees to make sure future meetings are fully accessible for everyone on the Board.

Please note, as with most charitable organisations, the role of Trustee is unremunerated. We do have a Trustee expenses policy and reasonable expenses incurred by the role can be reimbursed.

Board papers are distributed one week prior to meetings taking place. There is an expectation that Trustees use this time to familiarise themselves with the detail and attend the meeting prepared to actively contribute to the discussions.

Committee

The Charity currently has in place an Employment and Finance Committee who have delegated responsibility from The Board to oversee, scrutinise and provide advice on best employment and finance practices.

The committee/Chair of Board meets three times a year and comprises, Chair of the Board, 2 x Board Trustee, the Managing Director, and the Financial Controller

Working Groups

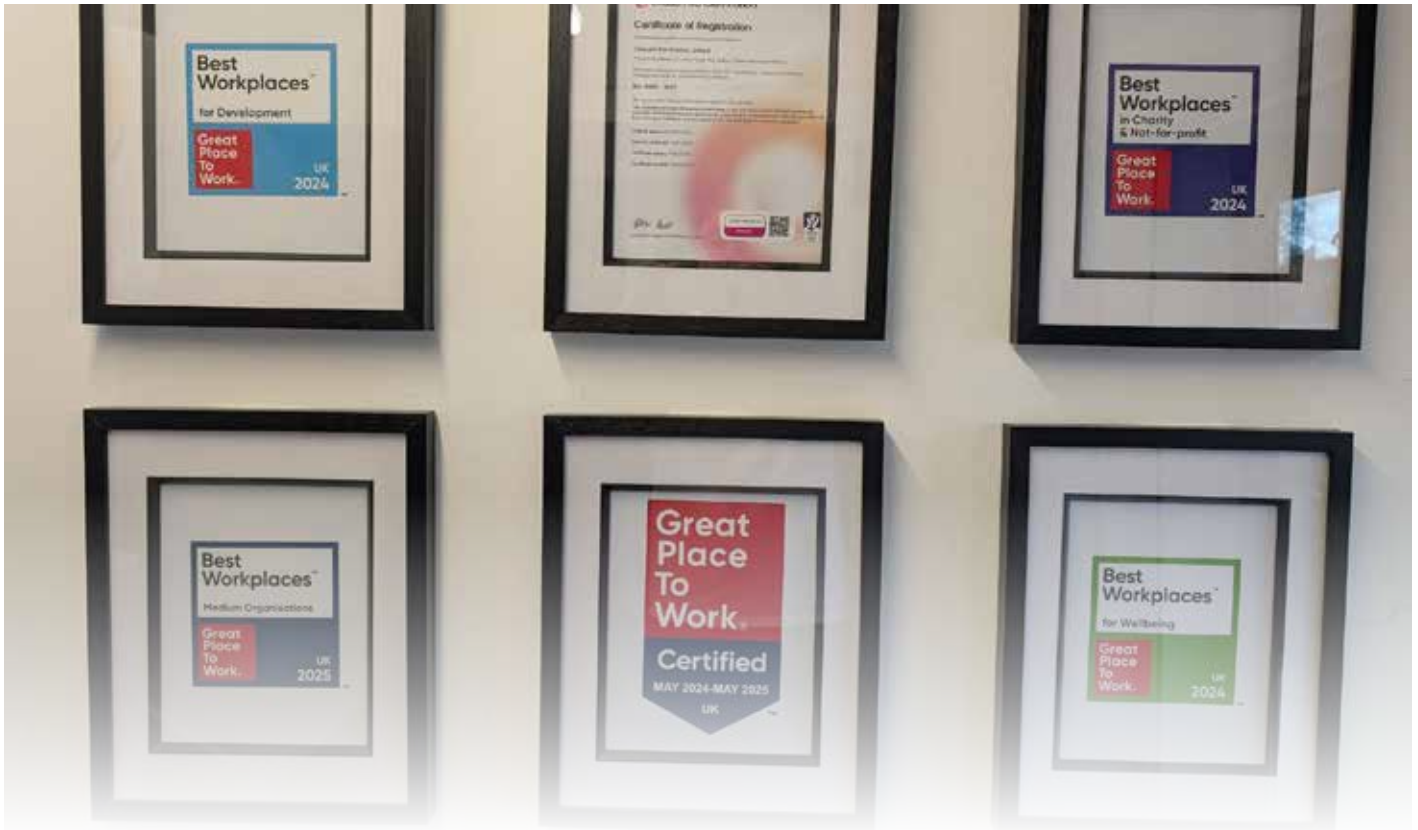
New Trustees will be invited to join at least one working group in addition to regular Board meetings. Our working groups are:

- ED&I
- Sustainability
- Charity Giving Back
- Health and Safety
- GDPR

Time commitment to each working group vary and your availability and attendance will be agreed with you on appointment.



Board Trustee Responsibilities



As a Board Trustee you will help to provide strategic direction for the Charity and ensure that all appropriate financial, legal and governance checks and balances are in place in accordance with the Articles of Association. As the highest leadership body of the organisation and to satisfy its fiduciary duties, you as a Board Trustee will be responsible for:

1. Upholding and adhering to the highest standard of Charity governance as set out by the Charity Commission.
2. Contributing to the strategic planning and direction of the Charity.
3. Monitoring the performance of the Leadership Team and the Charity's strategic and operational plans.
4. Use your own independent thinking to challenge the Board and Leadership team constructively, ask questions, be inquisitive and welcome challenge back.
5. Monitoring and contributing to the identification of risks.
6. Participating in meaningful discussions at Board using your independent judgement and your expertise, skills, knowledge and experience.
7. Actively review Board papers ahead of quarterly meetings and participate in an open discussion and debate.
8. Actively input into discussions, apply good judgement and contribute to the decision-making process.
9. Making difficult decisions when required.
10. Acting as an ambassador for the Charity.
11. Maximising your networks and identifying opportunities that will benefit the Charity.
12. Pro-actively seek to increase knowledge, understanding and be willing to learn and improve.
13. Building constructive, positive relationships with other Trustees and employees with a willingness to listen and understand.
14. Being responsive to a changing world, actively engaging with and learning about developments in the education and charity sectors, and beyond where relevant to our activities.
15. Ensuring strong fiduciary oversight and financial management.
16. Adherence to the Trustee 7 principles of the Charity governance code of conduct:
 - Organisational Purpose.
 - Leadership.
 - Integrity.
 - Decision-making, risk and control.
 - Board effectiveness.
 - Equality, diversity and inclusion.
 - Openness and accountability.

About You



We are looking for interested, supportive individuals from diverse backgrounds who bring new insight, complementary knowledge of different sectors, and commitment to supporting the effective working of the Board.

We are looking for Trustees who share our passion and drive to help the education sector and is committed to driving up the quality and standards of service. Previous non-executive board level experience is not essential, but you should be confident to ask questions, think independently, challenge and be assertive. Your ability to demonstrate that you share our absolute passion for what we do and are committed to our vision and values.

We are seeking strategic thinkers, who can analyse complex information, formulate strategy and plans of action. You also need to be a team player, being both a good listener and be able to speak up on issues that you feel are important.

We are committed to having a diverse Board and we encourage applications from candidates from all backgrounds as we want to provide opportunities for everyone.



MARCH 2025

Opportunity to apply.

6TH APRIL 2025

Deadline for interested applications to submit a CV and short covering letter outlining their interest in the opportunity and relevant skills. To apply for this post please visit thecpc.ac.uk/careers.

22ND MAY 2025

Interview Day.

JUNE 2025

Formal recommendation of appointment made to the Board and notice of successful appointment made to the candidates.

AUGUST 2025

Detailed induction programme relevant training and commencement of duties at the December Board meeting.

GET IN TOUCH

To find out more and ask any questions, contact:

Darren Lowe

Managing Director

Email: d.lowe@thecpc.ac.uk

CPC is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive environment for our people to excel.