

# Job Description: Member of the Academy

Adopted in October 2019



**The Crescent  
Academy**

*Enriching the lives of our children*

This description identifies the **key functions** that are required of Members of The Crescent Academy.

***Members are responsible for the appointment of Trustees and establishing the vision of The Crescent Academy***

The members will oversee:

- Any amendments to the Articles of Association
- Appoint and remove Trustees
- Consider any requests to join, or form a Multi Academy Trust
- Appoint External auditors
- Follow the Academy Code of Conduct
- Ensure that the Academy is compliant with GDPR Legislation
- Attend an annual meeting to oversee the financial healthiness of the Academy through the annual accounts and review Academy performance from pupils' outcomes

*Further functions of the Members are outlined in the Academy's Articles of Association.*

# Expectations of Governance in all Roles

Adopted in October 2019



**The Crescent  
Academy**

*Enriching the lives of our children*

Time Commitment: For members this is one meeting per annum – this meeting will include the presentation and sign-off of official accounts. For Trustees and there will be a half-termly meeting. These meetings will last for between 1 and 2 hours. There is the expectation that trustees will attend a minimum of 3/5, or 4/6 meetings, depending on the number of meetings set at the beginning of the academic year.

Term of Office: The term of office for trustees is four years. Many people choose to serve multiple terms, however, as a volunteer you can resign before your term is finished if your circumstances change.

Governance is a voluntary role and therefore it is not paid.

Skills Audit: In order to identify skills gaps and development needs, there will be an annual completion of a skills audit for Trustees. The template of this is included within the Governance Handbook – it is recommended by the National Governance Association.

Continuous Professional Development: Governance at all levels should show a commitment to continuing development. The charges for any relevant training undertaken will be paid for by the Academy from the CPD budget.

Induction: Any new members, trustees, or local governors, will be given an induction. This will be in the form of the Academy's own Governance Handbook and discussion with the Head Teacher before commencing in the role.

Clerking of Meetings: An external, professional clerk is in place through Stoke Governor Services (SGS). All Trustee meetings, and the annual Members meeting, will be clerked by this service. The Local Governing Body meeting will be clerked by the School Business Manager.

Confidentiality: There is an absolute expectation that at all meetings, confidentiality and integrity are upheld at all times. This is in regard to personal and sensitive information, which could be about pupils and their families, staff, finance, or any other matters. Separate confidential minutes will be kept by the clerk for this purpose. The Academy has adopted the NGA Code of Conduct to reflect this; this is included within the Governance Handbook and reflects the commitment to the seven principles of public life.

Conflicts of interest: At all times, Governors, Trustees and Members should do their best to avoid conflicts of interest and related party transactions. Any which exist must be declared through a Pecuniary Interest Form. To aide transparency, these forms will be completed at every meeting.

Meetings: School leaders and Trustees/Members/Governors will work collaboratively to ensure that meetings are arranged to suit everybody wherever possible. All parties should consider the need for a work-life balance and so meetings should be arranged accordingly to accommodate this.

Current Information: The Head Teacher/Senior Leaders will provide the current information required for Governors, Trustees and Members to monitor progress against school development priorities, targets and budgets. This should include current attainment and progress of groups of pupils, quality of teaching, staff performance and financial information. This will be through the half-termly Head Teacher's report.

Visiting the school: Any visits arranged during the school day will provide Trustees/Members opportunity to better understand the school, the learning environment and undertake their monitoring role. Visits will be arranged with the Head Teacher and linked to strategic priorities.