

Welcome to
Sunbury Manor School
Trustee
(Member of the Governing Board)
Applicants Information Pack



Commitment | Community | Responsibility | Kindness | Respect



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Message from Chair & Vice Chair of Trustees

Thank you for your interest in this vacancy. We hope that the following information about the school will help you understand the school, its governance and how, if successful, you would be fulfilling a vital role in joining our diverse, enthusiastic, and inclusive Governing Board so that together with the staff, we can ensure the development of Sunbury Manor on a strategic level. To complement the skills of our existing Trustees we are ideally looking for someone with an educational background.

SUNBURY MANOR SCHOOL

The school vision is to aim to be an exceptional school at the heart of the community. We create opportunities for our students to thrive, lead and succeed. We expect excellence from all our students through ambition, aspiration, and dedication. The school's values are: Commitment, Community, Responsibility, Kindness, and Respect.

THE TRUSTEES Sunbury Manor School is a Single Academy Trust and has sixteen Trustees or School Governors as they used to be called. Nine are from the community, three are parents, three are staff and the Headteacher. The Governing Body of Trustees has a strategic role. (The operational running of the school is the responsibility of the Headteacher).

The key responsibilities of the Trustees are:

- Ensuring clarity of vision, ethos, and strategic direction.
- Holding the Headteacher and the Leadership team to account for the educational performance of the school and its pupils and the performance management of the staff
- Overseeing the financial performance of the school and ensuring the money is well spent
- Ensuring the voices of stakeholders are heard

The Full Board of all Trustees meets four times a year. Its considerations include:

- A report from the Headteacher on progress and current major issues
- Long term planning, including the School Development Plan
- The work of the committees
- Appointment training and succession of Trustees

There are three main Committees with the following key responsibilities:

- Resources: Finance, Audit, Premises, Health and safety and Human Resources
- Self-Evaluation and Improvement; Teaching and learning outcomes of the school
- Student welfare, Safeguarding and Community: student welfare, safeguarding, special educational needs, attendance, and behaviour

In addition, Ad Hoc meetings are arranged by the Clerk to consider any permanent exclusions and if there were any serious complaints.

The responsibilities of the role are set out in detail in this information pack

TIME COMMITMENT

If appointed you would attend all four Full Board meetings, three subcommittee meetings, 3 Forum meetings and possibly, once you have received relevant training and shadowing, sit on an Exclusion panel with two other Trustees. Details of the planned meetings for the 2023/24 academic year are included in this information pack.

Training: either online or with a fellow Trustee “buddy” will be provided to ensure that you fully comprehend the responsibility the role entails and have the tools to fulfil it to the best of your ability.

Link with either a faculty or a specific Welfare and Safeguarding Committee role as a Link Trustee, to gain awareness of the work done within the school environment in order to monitor strategically the students’ school experience.

All Trustees aim to build good relationships with the other members of the board, the staff and students and attend school evenings (such as Celebration of Achievement or Parents’ information evening) on a rota basis.

TRAINING AND SUPPORT FOR THE ROLE

We encourage the development of existing skills and the opportunity to learn new ones and there is a well-established programme of Induction for all new trustees. In addition to training provided by online webinars, in person sessions or with a “buddy” assigned with another recent Trustee when the applicant begins the role.

We hold a Skills Audit and a Personal self- evaluation of all Trustees each year to identify any areas where we need to improve our knowledge and skills. The Board includes educational professionals, accountants, solicitors in addition to parent and staff Trustees who make the meetings fully representative of the cohort of students.

The Clerk is a Governance professional who will provide advice on procedural matters relating to the operation of the board

LEADERSHIP ROLES

We encourage Trustees to take on leadership roles, either as a Chair of a subcommittee or a future Chair of the board, and mentoring for these roles is available when requested. Support and challenge to drive improvement, whilst taking account of the local community area and the context of the students in the school is an expected part of the role of Trustee.

We hope that this provides you the information you need and that you will apply to join this exciting and positive team.

We look forward to receiving your application.

David Evans
Chair of Trustees

Margi Lamey
Vice Chair of Trustees (responsibility for recruitment)

Meeting Dates 2023/24

All at the school on Tuesdays @ 4.45pm with refreshments available from 4.30pm

<p>FULL BOARD</p>	<ul style="list-style-type: none"> • 26 September 2023 • 30 January 2024 • 7 May 2024 • 2 July 2024
<p>FORUM</p>	<ul style="list-style-type: none"> • 19 September 2023 • 23 January 2024 • 30 April 2024
<p>SELF-EVALUATION AND IMPROVEMENT COMMITTEE</p>	<ul style="list-style-type: none"> • 17 October 2023 • 12 March 2023 • 11 June 2024
<p>RESOURCES (AND AUDIT) COMMITTEE</p>	<ul style="list-style-type: none"> • 28 November 2023 • 5 March 2024 • 18 June 2024
<p>STUDENT WELFARE, SAFEGUARDING AND COMMUNITY COMMITTEE</p>	<ul style="list-style-type: none"> • 7 November 2023 • 27 February 2024 • 21 May 2024
<p>MEMBERS AGM</p>	<ul style="list-style-type: none"> • 6 February 2024
<p>PAY COMMITTEE</p>	<ul style="list-style-type: none"> • 14 November 2023

Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





About Sunbury Manor

COMMITMENT

COMMUNITY

RESPONSIBILITY

KINDNESS

RESPECT

We aim to be an exceptional school at the heart of the community. We create opportunities for our

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



Trustee of the Governing Body

Voluntary Public Office | Term-time & Up to 4 Years | Start date: ASAP

WOULD YOU LIKE TO HELP MAKE A POSITIVE CONTRIBUTION TO A YOUNG PERSON'S EDUCATION?

A wonderful opportunity has arisen to join the Governing Board of Sunbury Manor School which is a charitable trust, as a Trustee you would join the board of trustees helping them achieve excellence in Governance.

Being a Trustee is a challenging but hugely rewarding voluntary role. It will give you the chance to make a real difference to young people, give something back to your local community and use and develop your skills in a board-level environment. Ideally we are looking for someone with an education background however there is no requirement for you to have this, just the necessary skills, character and time to contribute. Schools benefit from a range of professional knowledge on their governing board including education, finance, human resources, legal, marketing and public relations, property and estates management, and organisational change.

We are looking for someone who would like to join us in supporting the further development of Sunbury Manor School. You will be an integral part of the Governing Board whose main functions are:

- Ensuring clarity of vision, ethos and strategic direction of the school
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

The role is strategic rather than operational. Trustees do not get involved with the day to day running of the school, instead supporting and challenging the school's leadership team to drive school improvement.

A successful Trustee is likely to possess a blend of the following skills and experience:

- Great listening skills, offering sound judgement with the ability to probe and challenge in a constructive way
- Excellent interpersonal skills, capable of positively engaging with a wide range of people, and possessing the art of knowing when to get involved and when to hold back
- The ambition to see school to grow and develop and provide an excellent educational experience for local young people

Please read the applicants information pack that includes full details of the time commitment, meeting schedule for the next academic year and role description including a person specification.

Applications will close on: **3rd October @ 9am**

Successful candidates will be invited into school at a mutually convenient time to meet with the Chair and Vice Chair of Governors.

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Role Description

Trustee of the Governing Board

Trustee role description

Trustees are responsible for governing a charitable company and directing how it is managed and run. Trustees must also ensure that the trust complies with all legal and statutory requirements. Trustees should seek the advice of the board's governance professional and other professional advice as appropriate. This is a voluntary role.

The trust board's strategic responsibilities

The trust board works closely with the Headteacher who is responsible for day-to-day operational management of the school, whereas the role of the board is strategic. As such, trustees are responsible for:

- determining the mission, values, and long-term ambitious vision for the trust
- deciding the principles that guide trust policies and approving key policies
- appointing and appraising the senior executive leader and making pay recommendations
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that stakeholders are involved, consulted, and informed as appropriate
- ensuring that the school delivers a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- taking ownership of the trust's financial sustainability and ensuring effective resource management across the trust
- agreeing the trust's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management policy and procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating trust performance

Trustees must monitor the priorities that have been set to ensure progress is being made by:

- measuring the trust's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the trust is operating effectively in line with these policies
- holding the Headteacher to account for standards, financial probity, and compliance with agreed policies
- evaluating relevant data and feedback provided by the Headteacher and external reporting on all aspects of trust performance
- asking challenging questions of the Headteacher and the Leadership Team in order to hold them to account
- ensuring that there are policies and procedures in place to deal with complaints effectively

Contribution to the trust board

Trustees should ensure that they are making a positive and meaningful contribution to the board by:

- attending meetings reading papers and preparing questions for the Headteacher and Leadership Team in advance
- establishing and maintaining professional relationships with Headteacher and Leadership Team and colleagues on the board of trustees
- getting to know the school including visiting occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of board CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any all members of the board where it is appropriate to do so
- maintaining records of board correspondence
- maintaining and updating governance communication portal on SharePoint
- communicating the work of the Trustees to the school community
- drafting correspondence on behalf of the board

4. Maintaining relationships and communication

Good relationships between the clerk and members of the board are essential for open communication. Clerks also have a role to play in supporting and advising the governing or trust board on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the board and school leaders
- communicating on board matters outside of meetings
- where appropriate, liaising on behalf of the board (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

5. Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required statutory policies
- publication of governance information on the school websites
- advising on data protection requirements
- overseeing board recruitment processes
- co-ordinating safeguarding checks on board members
- monitoring eligibility of board members to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

Person Specification

Trustee of the Governing Board

Knowledge (desirable)

- A good understanding of the English secondary school system

Skills (essential)

- A strategic thinker (the school professionals are responsible for the operational running of the school)
- A good listener
- Willing to read papers and undertake research in preparation for meetings
- Being able to express a personal view backed by evidence from educational and other sources.
- Able to meet the time commitment
- A DBS check will be carried out on the successful applicant.

Attributes (essential)

- personal integrity and commitment to the principles of public life
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice