



Bursting Wood Primary School

TRUSTEE JOB DESCRIPTION AND COMMITMENTS

Trustee of Bursting Wood Primary School Job Description

Bursting Wood is an academy in a single academy trust.

Trustees are volunteers who are at the heart of how Bursting Wood Primary School operates. It is important that they make sound decisions. How they do their job affects pupils, staff, and the perception of Bursting Wood School by parents and others in the community.

Key responsibilities of Trustees

Trustees/ Trustees make important collective decisions, and the Board is answerable for these decisions.

The responsibilities of the Local Trust Board can be summarised as

- providing **strategic direction**,
- acting as a **critical friend** and
- **ensuring accountability of the Principal in relation to both the educational and financial performance of Bursting Wood Primary School.**

Specific responsibilities include:

- shaping the schools' future direction and setting its aims, values and ethos
- promoting high standards of education and achievement
- recommending statutory and non-statutory targets
- ensuring the school provides for all its pupils a broad and balanced curriculum which prepares them for the next stage in their education
- ensuring the school promotes its pupils' spiritual, moral and cultural development
- challenging and driving forward the performance of the school and its pupils
- setting and monitoring the schools' budget plan and staffing and overseeing financial performance, ensuring value for money
- working in the best interests of the school at all times
- leading on the review of staff performance and pay

More details of the specific responsibilities of Trustees can be found in the scheme of delegation for the Trust, published on the website: [Bursting Wood Primary School - Governance](#)

The day-to-day management of the school is the responsibility of the Principal and the Leadership Team.

Key attributes of Trustees - The most important quality is the desire to make a difference to children's lives, and then:

- An ability to work in a team
- A desire to contribute to the community
- A willingness to challenge
- The time to get involved and a readiness to contribute skills and experience
- A willingness to *listen*, learn and to undergo training
- Integrity and discretion
- An ability to *stand back and* view issues from a wide perspective

Key benefits of being a Trustee

- A sense of satisfaction through knowing that children (and the wider Bursting Wood School community) will benefit from your efforts
- Contributing your own life skills and experience while working with other committed people
- The opportunity to develop new skills and to strengthen existing ones
- The opportunity to gain an awareness of the education system as a whole and a better understanding of how Bursting Wood School works.
- The opportunity to gain an understanding in key areas such as finance, personnel and strategic planning
- Participating in an activity which enriches life and is intellectually challenging



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Key commitments of Trustees

Activity	Frequency	Duration	Timing	Comments
Prepare for Board meetings	4 x per year	2 to 3 hours per meeting	In own time	Papers are circulated the week before the meeting
Attend and play an active part in meetings	3 x per year per committee	2 to 3 hours per meeting		
Attend Trustee days	Up to three a year	Half day		Format and focus areas TBC
Be a member of staffing and/or pupil panels	Ad hoc	Varying but usually 1 to 2 hours	At times agreed with all members of each panel	These panels deal, for example, with staff appeals and with permanent exclusions of pupils
Undertake training as appropriate	As needed	Varying		Some training is provided at Trustee days. Other sources of training include training purchased from LB Bexley and NGA. New Trustees are expected to attend specific training and induction is also provided by the Chair and Principal
Keep up to date with education policy and development	As needed	Varying	In own time	Information is provided at meetings and is also available on the NGA website to which the school subscribes for all.
Visit the school, to inspect the site or attend events such as assemblies, open days, performances etc.	As appropriate	Varying		Written reports will be required to provide evidence of questions asked and appropriate challenge.