



## Trustee Recruitment Pack

In this candidate information pack you will find further information on our search for two Trustees, together with details on the application process with Moon Charity Practice.

### ***Our Vision***

*Achieving More Together*

### ***Our Mission***

*Working together passionately to achieve the best outcomes for our SEND children and young people*

## Contents

Welcome from the Chair .....	1
About Enable Trust .....	2
Vision and Values .....	2
Our Schools .....	3
Our Plans for the Future.....	4
Our Governance .....	4
Our Governance Structure:.....	5
The Role .....	6
Current Trustee Vacancies .....	6
Trustee Contribution .....	7
Key Duties and Responsibilities .....	7
Further Information .....	9
Person Specification.....	9
How to Apply .....	10

## Welcome from the Chair

Thank you for your interest in the role of Trustee at Enable Trust.

Trustees are vital in helping us ensure high-quality education for every child in our care. They clarify our strategic direction, hold executive leaders accountable, and oversee financial performance. They also hold each of our schools' governing bodies to account for their delegated responsibilities in local matters.

As a strong trust providing outstanding education to pupils with special needs, we welcome applications from people of all backgrounds; the more diverse our board, the better we can support our pupils, families and the communities we serve.

Enable Trust is one of the strongest multi academy trusts in the region providing special needs education, currently comprising 3 special provision schools, with a strategy of growing to 10 schools in the coming years. We have positioned ourselves as a strong voice locally and nationally advocating for pupils with special needs.

Our firm belief is that collaboration and partnership are the key to success; working together passionately to achieve the best outcomes for our children and young people with special needs which also benefits their families and our staff.

The board is seeking two Trustees to help oversee delivery of the Trust's vision, ethos and strategic plan.

If you share our vision and think you could contribute to our ambitions for our family of schools, we would be delighted to receive your application.

**Dave Tubb**  
**Chair of Trustees, Enable Trust**



## About Enable Trust

Enable Trust was established in July 2018 as a special school multi-academy trust to strengthen advocacy and outcomes for pupils with complex needs. The trust aspires to grow and, in conjunction with cross-sector partners, share specialist expertise to shape national policy and improve the quality of SEND provision regionally.

Key to our vision of “Achieving More Together” and mission “Working together passionately to achieve the best outcomes for our SEND children and young people” are our 5 strategic intents:

1. To empower and promote the SEND voice across the systems (local, regional and national).
2. To attract, develop and share leadership and expertise in SEND.
3. To secure the most effective provision for children and young people from the earliest years through to post-19.
4. To seek our funding and growth to increase the availability and impact of sustainable high-quality provision.
5. To pioneer excellence in staff and pupil achievement and well-being.

Further detail on each of the strategic intents can be found on our [website](#).

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## Vision and Values

We believe our vision is wholly aligned with our charitable objects. Enable Trust is committed to having an impact locally and regionally as a centre of expertise in educating pupils with a wide range of complex learning needs, ensuring outstanding outcomes for pupils in partnership with agencies across education, health and social care. The collective expertise of the MAT to support other schools and settings in meeting the needs of pupils with SEND has placed Enable Trust well in our design as a centre of expertise that has outcomes for children at its heart.

Schools within Enable Trust share the same values and aims:

- to work together to protect, improve and sustain the educational provision for children and young people with complex, severe, profound and multiple learning difficulties
- to collaborate to ensure we maximise all potential for sustainable school improvement
- to work together to shape the future - influencing provisions and services that our pupils need

## Our Schools

The Trust consists of 2 special schools with a total of 275 pupils, all of whom have an EHCP (Education & Health Care Plan). Our third school, Two Bridges is a new special free school, opening in September 2024.

All three schools are based in South Gloucestershire and admit pupils from South Gloucestershire and the surrounding areas:



### ● Culverhill

A special school that provides a high quality and holistic education for 140 pupils with complex learning difficulties aged 7-16 in Yate. It was judged to be 'Good' at its last inspection by Ofsted in September 2016.



### ● New Siblands School

A special school for 125 pupils with severe, profound and multiple learning difficulties aged 2-19 years based across two sites in Thornbury. It was judged to still be 'Outstanding' at its last inspection by Ofsted in November 2022.



### ● Two Bridges

Will be a special school for 112 pupils and like New Siblands will be for pupils with severe, profound and multiple learning difficulties aged 2-19 years. It is being built in Alveston, close to Thornbury.

## Our Plans for the Future

Our priorities for the next 12-24 months are:

1. Ensuring our schools are OFSTED ready and curriculum and outcomes are delivering LGB and Board objectives
2. Trust Growth - we are looking to grow our trust by setting up new specialist free schools or through existing special or alternative provision joining our trust. We want to work with schools who want to work with us and who share our values and vision. This will provide further opportunities for collaborative partnerships which we know supports children's learning and staff development.
3. Guaranteeing our future financial viability by working with the Local Authority ensuring the right level of funding is received to meet the needs and provide the provision required for every pupil.



## Our Governance

The Confederation of School Trusts (CST) in their "Governing a School Trust" guidance states "Ultimately the task of governance in school trusts is to advance education for public benefit. In doing so, we must enact a sacred duty of holding trust on behalf of children".

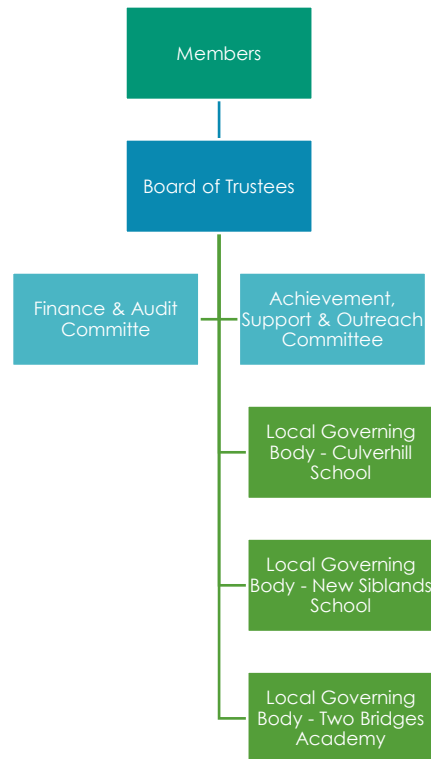
Enable Trust benefits from an extremely experienced and talented Governance Team, whose members, trustees and local governors provide vision, direction, support, advice and challenge, ensuring that we meet our charitable objectives, compliance and legal obligations.

Our governance structure creates rigorous and enhanced layers of support and scrutiny along with efficient processes, which ensures that our decisions and strategies are validated, well-planned and implemented.

Our Governance Professional is highly skilled in academy legislation and ensures that we meet our compliance requirements.

We provide a co-produced Governance Handbook which provides quality information and guidance to our Local Governors, enabling them to discharge their duties. We buy in to an online hub which provides secure access to governance documents, as well as an online library of resources and e-learning opportunities for our governance teams.

## Our Governance Structure:



## Members

Academy trust's are founded by members who have a general duty to exercise their powers, to further the academy trust's charitable purpose.

- Responsible for the Trust's charitable and educational objectives.
- Appoint and remove trustees.

## Board of Trustees

"An effective trust board defines the trust's vision in accordance with its charitable objects and then sets a strategy to deliver them, underpinned by the values and behaviours that shape the culture across the whole Trust". (CST *Governing a School Trust Guidance*)

Trustees work together to carry out their core functions (as set out in the Department for Education's (DfE) [Governance Handbook](#)):

1. Ensuring clarity of the vision, ethos and strategic direction.
2. Holding the Executive Leaders to account for the educational performance of the school(s) and its pupils and the effective and efficient performance management of staff.
3. Overseeing the financial performance of the school(s) and making sure that its money is well spent.

## Local Governing Bodies (LGBs)

Key responsibilities include:

- Assess and evaluate the quality of education and pastoral support.
- Assess and evaluate the quality of family engagement.
- Hold the Headteacher to account for school standards, safeguarding, health and safety, parental engagement, pupil and staff well-being and budget outcomes.
- Headteacher performance management.

### **Achievement, Support & Outreach Committee**

Key responsibilities include:

- Monitor & evaluate education standards, safeguarding, curriculum and pastoral arrangements.
- Ensure robust and challenging targets for sustainable improvements.

### **Finance & Audit Committee**

Key responsibilities include:

- Review the annual budget for Board approval.
- Monitor the Trust's financial performance.
- Advise the Board in respect of reserves and investments.
- Approve expenditure in line with Scheme of Financial Delegation

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### **Current Trustee Vacancies**

The Board of Trustees is looking to appoint Trustees with skills and experience in one (or more) of the following areas:

- Project Management (New Building projects, Change Management, Cultural Growth and Change)
- Business Development
- Health & Safety
- Legal – General Advice

### **The Role**

- The average time commitment equates to 8hrs per month.
- Meetings are held both remotely via Teams and in person at one of the schools' sites, currently all in South Gloucestershire.
- Voluntary and unpaid. Reasonable out of pocket expenses are reimbursed
- The Trustee reports to the Chair of the Board of Trustees



## Trustee Contribution

Trustees will make a positive and meaningful contribution to the board by:

- Attending meetings (typically 4 full board meetings each year and 6 committee meetings)
- Reading documents and preparing questions for the executive leadership team in advance of the meetings
- Establishing and maintaining professional relationships with leaders and colleagues on the board, visiting and getting to know the schools within the trust
- Undertaking induction training and developing knowledge and skills on an ongoing basis

## Key Duties and Responsibilities

The duties of a Trustee are:

### Good Governance

To ensure the Trust:

- complies with its governing document, Trust law, and any other relevant legislation or regulations.
- pursues its objectives as defined in its governing document.
- applies its resources exclusively in pursuance of its objectives, i.e. the Trust must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- complies with the appropriate regulators
- approve and work within the [Scheme of Delegation](#)

### Strategic Direction

- to contribute actively to the board of trustees' role in giving firm strategic direction to the Trust, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the Trust's work in which the trustee has special expertise.

### Monitoring and Evaluating 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 senior executive leader to account for standards, financial probity and compliance with agreed policies
- evaluating relevant data and feedback provided by senior executive leaders and external reporting on all aspects of Trust performance
- asking challenging questions of the senior executive leader in order to hold them to account
- ensuring that there are policies and procedures in place to deal with complaints effectively

## **Financial Responsibilities**

- to ensure the financial stability of the Trust.
- to protect and manage the property of the Trust and to ensure the proper investment of the Trust's funds.
- to make sure the Trust is properly insured against all reasonable liabilities.

## **Acting as an Ambassador**

- To safeguard the good name and values of the Trust.
- To represent the Trust at functions and meetings as appropriate.
- To be an ambassador for Enable Trust's work.
- To keep informed about the activities of the Trust and wider issues which affect its work.
- Trustees should be able to attend events and meetings which are likely to be held in and around the South Gloucestershire area.

## **General**

- To be collectively responsible for the actions of the Trust and other trustees.
- To attend sub-committee meetings as appropriate; with the willingness to be able to Chair and vice-chair some of the sub-committee groups.
- To abide by the equal opportunities policy.
- To declare any conflict of interest while carrying out the duties of a trustee.
- To ensure the effective and efficient administration of the Trust.

**Safeguarding:** We are committed to safeguarding and promoting the welfare of children and young people and expect volunteers as well as staff to share this commitment. We ensure that the Safeguarding and Child protection policies and procedures adopted by Enable Trust and the schools are fully implemented and followed by all.

## Person Specification

Trustees are expected to abide by the Trusts Code of Conduct and the seven principles of public life set out by Lord Nolan: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustees must have:

- A commitment to the values and vision of Enable Trust.
- A commitment to the education and welfare of children and young people with SEND.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote time, enthusiasm and effort to the duties and responsibilities of a trustee.
- Strategic vision
- The ability to evaluate and interpret management information and other data.
- An understanding of risk management.
- Good, sound and independent judgment.
- An ability to think creatively with the ability to challenge current thinking.
- The ability to supportively challenge and hold the Chief Executive to account in a constructive way.
- Respect for the work and views of other trustees and staff
- An ability to work effectively as a member of a team.
- Satisfactory Enhanced DBS Disclosure

## Further Information

[Enable Trust Website](#)

[Confederation of School Trusts](#): includes the documents: [Role Description: Trustee](#), [Governing a School Trust](#)

DfE Guidance:

[Academy trusts: governance](#)

[Governance Handbook](#)

## How to Apply

Moon Executive Search has been appointed as chosen Search Partner to Enable Trust and will manage the recruitment process.

**NB: ALL DIRECT APPLICATIONS WILL BE FORWARDED TO MOON EXECUTIVE SEARCH**

To apply, please send a copy of your latest CV together with a supporting statement (no more than one of A4) explaining your motivations for applying for the role, how your skills, knowledge and experience match the role outline and what you can additionally bring to the role. Please be clear on your application which role you are applying for.

To ensure fairness to all Candidates, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and supporting statement.

Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

**COMPLETED APPLICATIONS SHOULD BE SENT BY EMAIL TO:**

[RECRUIT@MOONEXECSEARCH.COM](mailto:RECRUIT@MOONEXECSEARCH.COM)

**FAO: SANDY HINKS, HEAD OF CHARITY PRACTICE, QUOTING REF: MC2418**

**CLOSING DATE FOR APPLICATIONS: 13 MARCH 2024 INTERVIEWS LIKELY TO BE MID-APRIL 2024**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Preliminary interviews will be with Moon Executive Search virtually, we anticipate that only one round of panel interviews will be required but Enable Trust may invite Candidates back for a second round, depending on the candidate pool.

Enable Trust has retained Moon Executive Search to manage this campaign and are therefore unable to accept CVs from third party agencies. All CVs and expression of interest received will be forwarded directly to Moon Executive Search for consideration.

Moon Executive Search and Enable Trust are equal opportunities employers and welcome applications from all areas of society and recognises the strength in diversity.

Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

On behalf of Enable Trust, Moon Executive Search would like to thank you for your initial interest in their Trustee Roles.