



**CALLYWITH COLLEGE TRUST**

## **The Role of Trustee**

### **1. About Callywith College**

Callywith College was approved in February 2016 and opened in September 2017. Callywith College is a 16-19 free school operating as a single academy trust and has grown rapidly since opening. The College is graded 'Outstanding' by Ofsted and has an excellent reputation. Callywith College is sponsored by Truro & Penwith College (TPC) and works closely with TPC. The curriculum offers learners a range of A Levels and Diplomas, as well as other Level 2 and 3 choices, designed to enable them to gain the qualifications needed to progress onto higher education or sustainable employment.

Further information about the College is available at: [www.callywith.ac.uk](http://www.callywith.ac.uk)

### **2. Vision**

The vision of Callywith College is to:

- address the clearly identified and very significant post-16 academic and vocational educational under performance in the area from which the College will draw its students in line with Cornwall's Raising Aspiration and Achievement Strategy (RAAS)
- deliver a new and significantly higher quality post-16 vocational and academic offer in crucial areas of underperformance in Cornwall, including at Levels 2 and 3, and in the 'STEM' subjects of Science, Technology, Engineering and Mathematics
- significantly improve the life chances of thousands of Cornish young people by providing ready access to outstanding education and training, and empowering them to progress into higher education and into employment
- revitalise Bodmin and other communities in North and East Cornwall, supporting strong aspirations to enhance the skills and attainment of local people, and to develop a genuine hub for economic growth within Cornwall.

### **3. Governance Structure**

Callywith College Trust was established as a company limited by guarantee and an exempt charity by Truro and Penwith College in September 2015. The Articles of Association govern what the Academy Trust, the Members and the Trustees can do and has been agreed with the Secretary of State for Education and registered at Companies House.

A chart summarising the governance structure of the Trust is included as Appendix A.

## **4. Role and Responsibilities of Trustees**

The Board of Trustees requires a range of skills and experience. Board meetings can cover a wide variety of topics including business strategy; student achievement and attainment; quality of teaching and learning; student experience; buildings and finances; staffing and resources; partnership working. Trustees must ensure the effective and efficient use of resources, monitor performance data and hold the Principal to account for all aspects of Callywith College's activities.

The Board's ultimate accountability is to the students, parents and the wider community and Trustees have a duty to fulfil the highest standards of corporate governance at all times. In performing these duties Trustees are expected to follow a Code of Conduct which has regard to the accepted standards of behaviour in public life including; leadership, selflessness, objectivity, openness, integrity, honesty and accountability.

The Charities Commission publication *The Essential Trustee* also establishes a common set of recommended standards of good governance practice which are relevant for charitable trustees.

Trustees are required to meet eligibility conditions (Appendix B) and to complete a Disclosure and Barring Service (DBS) check on appointment.

## **5. Duties of Trustees**

The Board of Trustees is a highly committed team which meets quarterly. Board meetings are usually held on a Tuesday morning between 9.30am – 12.00pm. As well as taking part in Board meetings, each Trustee is expected to serve on one of the sub-committees which meet termly, usually from 3.30pm – 5.30pm. Agenda papers are circulated a week before the meeting and Trustees are expected to have read papers in preparation for the meeting. On average, Trustees are usually required to attend around 7 or 8 scheduled meetings a year as well as taking part in other ad hoc activities such as learning walks, interview panels and College events.

Trustees are offered support to enable them to fulfil their role which may include attendance at relevant training and development activities.

Trustees are normally appointed to serve on the Board for a period of up to four years and may be considered for re-appointment for a second term of office.

## **6. The Rewards**

The role of Trustee is both challenging and rewarding. It can provide an insight into the challenges facing local communities and enables individuals to make a significant and very real contribution to the success of the College, helping students to develop and to achieve their full potential. It is crucial that Trustees are confident in their role, committed to asking challenging questions and equipped with the skills essential for good governance.

Trustees are not remunerated for their role although travel and other out of pocket expenses for attending meetings and events may be reimbursed.

The role of a Trustee isn't easy and requires dedication and commitment. The experience is valued by many employers and may help an individual to develop new skills and to enhance their CV.

## **7. Recruitment and Appointment of Trustees**

Prospective candidates are usually asked to forward their CV and provide a letter explaining what they could contribute to the Board and how they meet the person specification (see Appendix C).

Shortlisted candidates will be invited to meet with the Chair of the Board of Trustees, the Principal and Clerk to the Trustees for an informal discussion about the role before a recommendation is made to the Board.

## **8. Parent Trustees**

All members of the board of trustees have one common purpose – to govern the college in the best interest of learners. Parent trustees are no exception. They are not elected to represent their stakeholder group, but are elected in order to contribute to the work of the Board of Trustees in ensuring high standards of achievement for all students, contributing to strategic discussion and hold senior leaders to account by monitoring College performance and ensuring money is well spent.

Having Trustees who bring different perspectives and knowledge can help to strengthen the board. Elections provide a useful device for ensuring that not all members of the board are appointed and that those with different views are able to join the board.

Parents or individuals exercising parental responsibility for a registered student at Callywith College at the time of election, are eligible to stand for election and to vote.

Detailed election procedures are set out in a separate document.