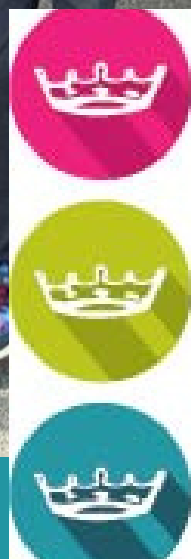


Trustee Information Pack



**DIOCESE OF
BRISTOL
ACADEMIES
TRUST**

Welcome from the Chair of Trustees

Ann Holt

Welcome! Thank you for your interest in DBAT and the role of Trustee. DBAT is a great organisation where values-driven leaders can make a genuine difference to the lives of children and staff in our schools.

We are looking for dynamic and committed individuals who will work with our experienced Board of Trustees, an inspiring CEO, and committed senior leaders across our business functions and schools. Working with this leadership team you will improve life opportunities and educational outcomes, making every decision count in the best interests of children and their families.

In return you will refine and strengthen your leadership skills and gain valuable experience that is readily transferable.

Thank you for considering the role of Trustee. Do get in touch if you want to discuss the role with me to understand more about what is required.



Welcome from the Interim Chief Executive Officer Stephen Mitchell

This is an incredible Multi-Academy Trust. And this is a pivotal moment in our development as we seek to grow: educationally for our pupils; in training and development for our staff and our partners (locally, regionally, and nationally); culturally as we aim to become a mixed-MAT welcoming Community Schools; and in service of our communities, stakeholders, and most importantly the children and young people.

This is an exciting time to join our Trust – the Regional Director's Office has acknowledged that we are ideally placed for growth and that we have the support of the DfE to do so.

Our programme of growth and development includes:

- Leading the National Professional Qualifications on behalf of the Church of England
- School growth (the expansion of South Marston CE Primary, the growth of the Wichelstowe Trinity Learning Campus, the opening of our next new Primary Academy in Swindon (Sept. 2024))
- Growth in specialist areas with the opening of the Special Needs Resource Base in Fishponds CE Academy (Sept. 2022), partnerships with other SEND MATs and providers based in our schools, and the potential for opening a Special School.

This is all supported by an aspirational and innovative Trust team focused on providing the best for our children. And this is just the beginning...

This role is a vital one, working with me to provide the direction and strategy for the Trust, and to embed our vision of oneness throughout the organisation. I hope that you will come and join us to make a real difference to the lives of thousands of children and families.

About the Diocese of Bristol Academies Trust

DBAT was established in 2012 and has grown steadily to 15 schools across Bristol, Wiltshire and Swindon.

Our schools are a mixture of diverse, multi-cultural city settings; small, rural village schools; new builds; and town schools. This brings a rich diversity to the knowledge, experience and expertise of the staff and Trust stakeholders which supports learning for all children and young people.

We currently serve approximately 3,500 students and pupils across the Trust and employ 480 people.

Our Vision and Values:



We know that 'school improvement' goes beyond education. School improvement is our *collective endeavour* to drive aspirations; and our purpose is to enable everyone to shine, through providing an excellent education for every pupil, inspiring all to flourish and grow spiritually in love and understanding.

Take a look at our website for more information about our Vision and Values:

[DBAT Website: Our Vision](#)



Our Strategic Approaches



	Believing	Embed a culture of service, advocacy and innovation at the heart of all we do	...a Christian and values-driven education for all pupils and all communities, underpinned by equity and equality in action
	Aspiring	Provide an excellent education for all	...aspirational, inspirational and which prepares all pupils to be active global citizens within a global community
	Empowering	Grow the Trust family	...enhancing opportunities, skills, capacity and widening our family, our offer and our support of communities
	Creating	Create inspirational and dynamic learning and working environments	...that enable effective collaboration, a flow of creativity and unconstrained innovation
	Sustaining	Resource and invest intelligently and responsibly	...ensuring a sustainable, developing and resilient Trust that takes responsibility for the world in which we live
	Nurturing	Nuture individual talent to deliver collective excellence	...to continually improve opportunities, to enable personal growth; and share expertise with external partners

Our Schools

School Name	Location	Date joined/ established by the Trust	Ofsted Inspection outcome	Ofsted Inspection date
Christian Malford CE Academy	Wiltshire	2013	Good	2021
Deanery CE Academy	Swindon	2019	-	-
Easton CE Academy	Bristol	2014	Good	2019
Fishponds CE Academy	Bristol	2012	Good	2022
Kingfisher CE Academy	Swindon	2021	-	-
Lydiard Millicent CE Academy	Wiltshire	2015	Good	2018
Ridgeway Farm CE Academy	Wiltshire	2016	Good	2019
Seagry CE Academy	Wiltshire	2015	Good	2018
Somerfords' Walter Powell	Wiltshire	2015	Requires Improvement	2020
South Marston CE Academy	Swindon	2016	Good	2019
St. Leonard's CE Academy	Swindon	2020	Inadequate	2019
St. Mary Redcliffe CE Academy	Bristol	2017	Good	2021
St. Peter's CE Academy	Chippenham	2014	Requires Improvement	2022
Sutton Benger CE Academy	Wiltshire	2019	Requires Improvement	2019
Tadpole Farm CE Academy	Swindon	2014	Good	2022

The Role of the Trust Board

The DBAT Board is ultimately responsible for the governance, financial controls, safeguarding and education of the children and young people in its schools.

The principal focus/ task of the board is to raise educational standards and to enhance the life chances of its young people and children.

The Trustees govern the Trust, ensuring it is compliant with Company law, Charity law and Educational law. Trustees are accountable to the Charity Commission, Companies House and the Education and Skills Funding Agency (ESFA).

Furthermore, as a Diocesan Trust within the context of the Church of England, all Trustees should be committed to the Christian values and ethos of DBAT.

Trustees work closely with the Chief Executive Officer (CEO). The CEO is responsible for the day-to-day operational management of the Trust and its schools, 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 CEO and making pay recommendations
- Working with senior leaders to develop a strategy for achieving the vision
- Ensuring that stakeholders are involved, consulted and informed
- Ensuring that all schools in the Trust deliver 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 stability and ensuring effective resource management across the Trust
- Agreeing the Trust's staffing structure and keeping it under review to ensure it supports the delivery of strategy
- Ensuring robust risk management policy and procedures are in place and that risk control measures are appropriate and effective

The Structure of the Trust Board

Trustees are appointed by the Members of the MAT. Our Members are:

- Bristol Diocesan Board of Education (part of Bristol Diocesan Board of Finance) (acts as Corporate Member)
- Chair of DBE
- Vice-Chair of DBE
- Bishop Vivienne Faull, Bishop of Bristol (ex-officio position)
- Ann Holt, Chair of DBAT (ex-officio position)

The term of office for all Board Trustees is four years, and Trustees are able to reapply at the end of their term if they wish.

The Chair and vice-Chair are both appointed for a year's term at the beginning of each academic year.

The Board of Trustees operates four committees:

- Education Committee
- Business Functions Committee
- Audit and Risk Assurance Committee
- Pay Committee

The Board meets in person six times per year, for meetings of approximately 3 hours. Trustees also attend an annual Away Day each year.

Each Trustee is asked to sit on at least one other committee. The committees meet 3–5 times per year; these meetings take place on-line.

Keeping lines of communication open with our local Academy Councils is a key role for Trustees. To this end, each Trustee is asked to act as Link Trustee for a school/ group of schools within the Trust.

Trustees also meet regularly with the Chairs of our local governance bodies (known as Academy Councils). These meetings take place on-line for approximately 1.5 hours, 5 times per year.

More information on our governance structures can be found on our [website](#).



Our Board

Name	Role
Tanya Arkle	Trustee
Graham Briscoe	Chair of Audit and Risk committee
Nigel Daniel	Chair of Business Functions committee
Christine Dursley	Chair of Education committee
Daniella Durston	Trustee
Tony FitzSimons	Trustee
Ann Holt	Chair of Trustees Chair of Pay committee
Jez Piper	Chief Executive Officer
Bradley Salisbury	Trustee
Rachael Sugden	Chair of People committee
Liz Townend	Trustee
Paul Woolley	Trustee
Barry Mitchell	Clerk to Board of Trustees

For more information, please visit our [Trust website](#)

Trustee role profile

Background

Salary: Unremunerated. Expenses incurred when travelling to meetings

Location: Meetings are held on-line and at Kingfisher CE Academy, SN1 7DA

Time Commitment: (All dates are agreed in advance)

- 6 Main Board meetings per year, 4-7pm
- Up to 5 committee meetings, 4-6.30pm, on-line
- 5 governance meetings per year with Chairs of local Academy Councils, 6.30-8pm, on-line

Plus additional activities such as: interviews; Annual General Meeting; school visits; professional development opportunities

Appointment: Trustees are appointed for 4 years

Induction and training: Full induction, professional support and training opportunities to fulfil the role are provided

Other requirements: All Trustees must complete an Enhanced Disclosure and Barring Service (DBS) check



Duties: Strategic Direction

Trustees must ensure that DBAT has a clear vision, mission and strategic direction that will enable it to fulfil its charitable objects and is focused on achieving these. Trustees must work in partnership with the CEO and other senior staff to ensure that DBAT:

- Has a clear vision, set of values and strategy, and that there is a common understanding of these by Trustees, Members, staff and those sitting on Academy Councils
- Operational plans and budgets support the vision and strategy
- The views of stakeholders (parents, pupils, local communities and staff) are regularly sought and considered
- There is regular review of the external environment for changes that might affect the Trust (political, financial, demographic, competitive, partnerships, alliances)
- There is a regular review of the need for the services DBAT provides or could provide, and regular review of strategic plans and priorities

Duties: Compliance

Trustees must ensure that DBAT complies with all constitutional, legal, regulatory and statutory requirements. Trustees must also understand and comply with the Articles of Association and all rules that govern DBAT.

Trustee role profile

Duties: Management of Resources

Trustees must be stewards of DBAT's assets, both tangible and intangible, taking care of their security and how they are used. Trustees must:

- Ensure that DBAT's financial obligations are met and that there are adequate financial controls in place to ensure all money due is received and properly applied, and that all assets and liabilities are recorded
- Act reasonably and prudently in all matters relating to the Trust and always in its best interests
- Ensure that Trustees take professional advice when needed, and record the advice received
- Be accountable for the solvency of DBAT
- Ensure that DBAT acts in accordance with employment law and that DBAT exercises a duty of care to its employees
- Ensure that intangible assets such as organisational knowledge and expertise, intellectual property, DBAT's good name and reputation are recognised, used and safeguarded
- Review the condition and use of the assets owned by the Trust
- Ensure that the major risks of the Trust are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks

Duties: Good Governance

Trustees must ensure that DBAT's governance is of the highest possible standard. Trustees must ensure that:

- DBAT has a governance structure that is appropriate to a charity of its size/ complexity and reflects the diversity of its shareholders
- There are effective mechanisms for individual academies within the Trust to be both supported and held to account by the governance structure
- Decisions are made with a view to promoting the education and wellbeing of children and young people
- The board's delegated authority is recorded in a scheme of delegation and that reporting procedures back to the board are written and complied with
- Effective communication channels are in place with Academy Councils
- The board regularly reviews DBAT's governance structure and performance
- Major decisions and policies are made by the Trustees acting collectively
- The board has within its membership the skills required to govern well
- There is a systematic, open and fair procedure for Trustee recruitment
- All members of the board receive appropriate induction on their appointment and that they continue to receive appropriate training and advice
- Trustees have a Code of Conduct and comply with it, and that there are mechanisms for the removal of Trustees who do not abide by the Code

Trustee person specification

Background

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 CEO in advance
- Establishing and maintaining professional relationships with the CEO, the Trust's senior leadership team and colleagues on the board of Trustees
- Holding the Link Trustee role with school(s) in the Trust so each school has a clear link to the Main Board
- Getting to know schools within the Trust, including visiting occasionally during school hours
- Undertaking induction training and developing knowledge and skills on an ongoing basis

DBAT has a Code of Conduct underpinned by the seven principles of public life as identified by the Nolan committee: selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

Trustees are expected to conduct all Trust business in line with these principles.



Personal Qualities

Candidates must demonstrate:

- Commitment to the Christian values and ethos of DBAT
- Commitment to the education and welfare of children and young people
- Commitment to equal opportunities and the promotion of diversity
- Independence of thought, good judgement and the ability to maintain confidentiality
- Ability to work as part of a team, and respect for the work and views of other Trustees and staff members
- Willingness to devote time, enthusiasm and effort to the duties and responsibilities of the role
- Willingness to make and stand by collective decisions

Trustee person specification

Aptitude and Skills

Candidates should be able to demonstrate:

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to challenge current thinking, the method of governance and management in DBAT in a constructive manner and in the best interests of the Trust
- Ability to evaluate and interpret management information and other data/ evidence
- Ability to play a strategic role to successfully effect change and meet the objectives of the Trust
- Eagerness to reflect and learn

Knowledge and Experience

Specific professional knowledge and experience in at least one of the following:

- Charity law and governance
- Trusteeship or management of a complex organisation with multiple sites
- Financial expertise
- School education in England
- Data analysis and/ or research expertise
- Change management
- Monitoring and evaluating performance in commercial and/ or not for profit sectors
- Recruitment and Human Resources expertise, including employment legislation
- Property and estate management
- Health and safety expertise
- Marketing, media and PR

We are interested in talking to candidates from a range of business backgrounds with a passion for education and, where possible, networks covering primary and secondary sectors as well as community groups and social enterprises.

We are committed to equal opportunities, safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.

Successful candidates will be required to have an enhanced DBS check.

How to apply



Application forms can be found on our website [here](#)

Please email completed forms to:
[Barry Mitchell, Clerk to Trustees](#)



For a confidential discussion about the role, please contact:

[Suzanna Miles](#), Governance Officer



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Website
www.dbat.org.uk

