



The Southwater Infant Academy

“Growing, Learning and Succeeding Together”

Being a Trustee at The Southwater Infant Academy

Think you might be interested in being a Trustee but not sure? Here are some questions and answers which may help you to decide.

Q What qualifications do I need?

There are no pre-requisite formal qualifications. The main attributes needed are:

- Being prepared to give time to doing the job well
- A belief that education is important
- A willingness to learn
- An ability to work with others
- Being discreet, open-minded and fair
- Sound communication skills
- An ability to assimilate a wide range of information and data
- An interest in the role of schools in the community

Q How much time will it take? Will I need to take time off work?

You will be required to attend the Board of Trustees meetings, which are three times a year and last about 3 hours. You will also be a member of at least one sub-committee which meets once a term for about 2 hours. Meetings are usually in the evening, after the school day. You will also need to allow some time for document reading before each meeting. You will be asked to visit the academy at least once a term, more frequently if possible, during school hours for monitoring, it is important that you have some flexibility within working hours.

Trustees at The Southwater Infant Academy are also enthusiastic about supporting the academy in other ways throughout the year. Examples include attending school events such as assemblies, school visits and Trustee afternoons. Participation in academy life is very rewarding and something that is essential for carrying out your role. Section 50 of the Employment Rights Act 1996 says that employers must give employees who are school Trustees ‘reasonable time off’ to carry out their duties- but they do not have to give time off with pay. You would need to agree with your employer on what is ‘reasonable time off’.

Q What are the responsibilities of being a Trustee?

Trustees do not have any powers as individuals. The Board of Trustees exercises its authority collectively, you will never be required to take any responsibility alone nor should you. The Trustees at The Southwater Infant Academy support one another in developing their experience. There are specific training courses available locally which you are recommended to attend, some are day time sessions and others are in the evenings.

Q Do I need to have experience in education?

You do not need to be an education expert. The most effective Trustees - listen, think and ask questions.

Q What will I take away from the experience?

Schools are fascinating places. Being a Trustee can be very rewarding because you are:

- Investing in the next generation
- Using your personal qualities and expertise to help the school, its pupils and staff
- Developing new skills
- Acquiring new knowledge
- Making new friends
- Developing a sense of partnership and involvement in the community

If you would like to know more please contact: Adele Jones, Clerk to Trustees

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