



The
Leaf Trust

Unique Primary Schools Growing Together.



Candidate Information Pack

Become a Trustee

leaftrust.co.uk

Welcome from the CEO

Thank you for your interest in joining the Leaf Trust as a Trustee

This is a very exciting time for our brand new trust, which opened on the 1st September 2023. The Leaf Trust is made up of thirteen primary schools, all situated within South Gloucestershire. Two of our schools have SEN resource bases, and a further two have school-led nurseries. We are proud to be a Primary and Early Years trust and are seeking someone passionate to help us achieve our mission and goals:

The audacious long-term goal

To be a leading Primary and Early Years Trust in the South West and a leading voice in Primary and Early Years education

Our mission... It's what we do

To provide excellence in Primary and Early Years education for the children we serve and the communities they live in

Our Purpose... It's why we exist

By combining our collective strength and valuing our unique differences we:

- Provide excellence in Primary and Early Years education through collaboration, challenge and support,
- Develop staff efficacy and agency by investing in opportunities for professional growth to develop the best practitioners, ... to enable success for ALL

Our vision... It's what we will achieve

Everyone will feel they belong to a strong community. They will experience personal growth as people and learners; everyone will succeed through an ethic of excellence.



All feel they belong



All have opportunities to grow



All succeed

Our values... It's how we will act

Kindness

Integrity

Aspiration



Thank you for considering a position with The Leaf Trust. We look forward to hearing from you soon and wish you all the best as you embark on this exciting new chapter of your career.

Kind regards

Ross Newman

Chief Executive Officer

Main Purpose of the role:

We have an exciting opportunity for someone looking to play a key leadership role in education in Bristol. We are seeking candidates with experience in different sectors to bring their expertise to the leadership of our trust. In particular, we are looking for trustees with expertise in Strategic HR, law, procurement, or strategic IT.

We work together with our trustees as a team with the shared purpose of achieving the Trust's vision and mission. As a trustee, you will be expected to join our main board meetings five times per year, and also attend additional meetings depending on the committee you sit on.

Trustees are jointly and severally responsible for the overall governance and strategic direction of the Trust, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. This responsibility extends to the trust's culture as well as its performance.

Governing a successful school trust is a challenging and demanding task, but it is thoroughly rewarding and you will be working alongside like minded and friendly colleagues.

Term of Office

Trustees are appointed in a voluntary capacity for a 4-year term. Trustees can be reappointed for further 4-year terms. We provide an induction and opportunities for training and personal development.

What would your position be?

Trustees are both charity-law trustees and company-law directors. The trust board is the decision-making body of the trust and is accountable and responsible for all the schools equally in the academy trust. The trust is also the employer of the central staff and those within its academies.

All trust boards have three core functions:

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.
4. (In addition, in Church schools, the trust board will also liaise with the appropriate diocese or other religious bodies and ensure a distinctly religious character).

What duties will you have?

Trustees must comply with the trust's charitable object/s, with company and charity law, and with their funding agreement. Company directors' duties are described in sections 170 to 181 of the Companies Act 2006, but in summary, are to:

- act within their powers
- promote the success of the trust company
- exercise independent judgement

What duties will you have?

- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not accept benefits from third parties
- declare an interest in any proposed transactions or arrangements

The Charity Commission guidance, The Essential Trustee, provides a clear and concise outline of the role of trustees under charity law. The trustees must ensure regularity and propriety in use of the trust's funds, and achieve economy, efficiency and effectiveness – the three elements of value for money.

The trust board signs off the annual accounts and is responsible for the funding agreement – the contractual agreement with the Secretary of State.

More details can be found in our Leaf Governance Framework document, available at request.



DESIRED EXPERIENCE

Trustees bring a diverse range of skills, knowledge and experience to the Board.

The basic requirements for applicants are enthusiasm and commitment to work with a team of others for the benefit of the Trust and its objectives.

Currently, we are particularly looking for candidates with experience and expertise in:

- Strategic HR - Our staff are the most important part of making our schools a success. Candidates with extensive experience and expertise managing long-term HR strategy will be considered strongly for a position as a Trustee
- Law - Legal expertise is invaluable for any governing board deciding long-term strategy
- Procurement - Making sure we are able to bring the resources to our staff as efficiently as possible is a key goal
- Strategic IT - Overseeing our digital systems for sustainability

COMPETENCE, KNOWLEDGE AND SKILLS

- Ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives
- Understanding of the difference between Non-Exec and Executive responsibilities
- Good, independent judgement and strategic vision
- An ability to work effectively as a member of a team

- Ability to understand and accept the legal duties, responsibilities and liabilities of trusteeship and the respective roles of the Chair, Trustees and Chief Executive
- Dedication to impartiality and fairness and the ability to respect confidences
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Commitment to promoting equality and diversity
- Commitment to the organisation and a willingness to devote the necessary time and effort.
- A willingness to bring a diverse range of perspectives to the table.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.

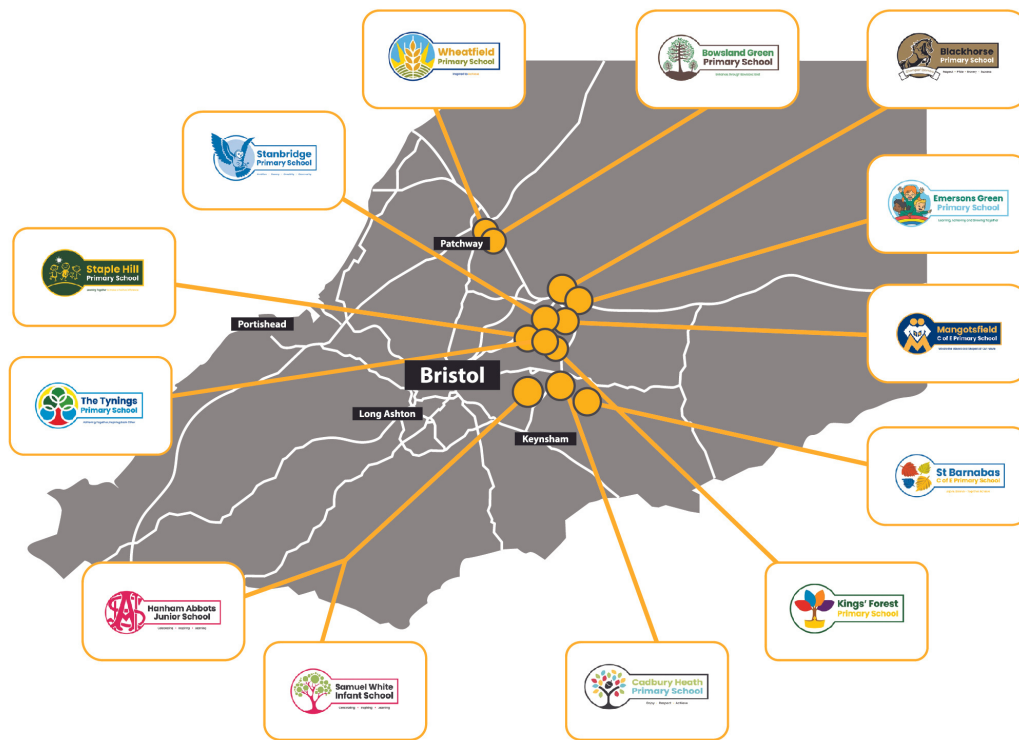
PERSONAL QUALITIES

Trustees are expected to:

- Act in the best interests of the Trust
- Exercise due care and attention and use reasonable skill in dealing with the Trust's affairs
- Apply personal skills, knowledge and experience to help the work of the board and assist in decision-making by the trustees
- Declare potential conflicts of interest
- Attend board meetings and play an active part in discussions and decisions
- Serve on board committees and working groups as required
- Have a strong empathy with our vision to enable success for all

Our school family

The Leaf Trust is a Primary and Early Years multi-academy trust of thirteen schools within South Gloucestershire.



A Primary Trust

We are committed to remaining a primary only trust, with a collective focus centred on outcomes for early years and primary children

Locally Centred

The MAT model allows for schools to support each other in achieving good results. If our schools are too far apart, this isn't possible. As we look to grow, we are committed to doing so within the local area of Bristol and South Gloucestershire.

Putting Pupils First

Leaf intends not just to support schools in creating an effective curriculum, tailored to the needs and community of each school, but first and foremost by providing joyful experiences which enhance children's sense of belonging;

allowing them to grow through new experiences; and ensuring they see themselves as successful in the broadest possible terms. Children from our schools created our 'Leaf Pupil Pledge'.

The Pledge

- **Pledge 1:** Develop an authentic love of reading.
- **Pledge 2:** Publish their writing so that it is read by an audience within the wider Leaf family.
- **Pledge 3:** Perform to an audience beyond their own school community.
- **Pledge 4:** Represent their school in sport.
- **Pledge 5:** Contribute to their wider community.
- **Pledge 6:** Celebrate the diverse cultures and communities within our Trust family.

Our school family



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The Leaf Trust is a family of schools. The Members, Trustees and Executive Team take the well-being of all staff very seriously. Our People Pledge sets out six pledges we make to every member of our school family so they are enabled to carry out their professional duties. Below are some key actions we take as a family of schools so that we all feel we **belong**, have opportunities to **grow**, and are empowered to **succeed**.



We are recognised and rewarded



Long service awards



We say 'Thank you and Well done.'



Complimentary lunch with the children



We value family



A flexible and supportive approach to attending appointments and family events



A supportive and flexible approach for those with dependants



Communications policy to protect staff



We communicate well



Annual calendar: consulted and well-publicised



Single point of access for all information. Support and resources: Leaf Portal



Regular briefing sessions and staff bulletins



We each have a voice that counts



School and trust well-being committee



Regular staff surveys and shared actions



Open door policy for SLTs and the Trust executive team



We are always learning



Opportunities for career development encouraged and supported



Career pathways for all job types



Professional growth approach to performance management



We are happy and healthy



Complimentary tea, coffee and squash in the staffrooms



Gym discounts, mental health support and private healthcare discounts.



A sensible approach to workload and a growth model of observations



GET IN TOUCH
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