



Southend East Community
Academy Trust (SECAT)

Trustee Recruitment Information Pack



Trustee Documents

Content

Vision and Ethos of our Trust and its schools	Page 3-4
The Application Process	Page 5
Vacancy Advert	Page 6
Letter from the Chief Executive Officer and Chair of Trustees	Page 7
Job Description	Page 8
Seven Principles of public life	Page 9

Vision and Ethos

Southend East Community Academy Trust (SECAT)

“Strong Community, Strong Partnership, Strong Schools”

Ethos:

Our mission is to achieve outstanding outcomes for the young people in our community by providing an engaging, challenging and linear learning experience from 3 – 18, that equips them to live happy and successful lives. By embedding the ethos across our schools through cross phase teaching and learning, SECAT can create trust wide teams that support our young people and the wider community. The schools working in partnership will ensure the best outcomes for our young people and by developing and sharing best practice; we can engage and enthuse all students to achieve outstanding success.

Vision:

Our vision is to become the most outstanding Educational Partnership nationally, by working collaboratively and establishing trust wide practices that deliver our ethos and ensure that working in partnership benefits both the young people and our wider community.

SECAT has a responsibility to ensure all our young people receive the best provision possible. This is exactly what we intend to do; to make full and flexible use of all the expertise, resources and facilities across the Trust for the benefit of all.

The Application Process

Complete application should be returned to our Clerk to the Trust Board by post to

F.A.O. Theresa Cope
SECAT House
Delaware Road
Shoeburyness
SS3 9NP

Or emailed to:

Theresacope@secat.co.uk

A letter will be sent to shortlisted candidates with details of the interview process and discussion with the Chair of Trustees.

Queries

If you have any queries on any aspect of the application or need additional information please contact Clerk to the Trust Board, Theresa Cope.

Thank you

The Advert

Trustee

SECAT Multi-Academy Trust is looking for additional volunteers interested in joining the Board of Trustees.

The Trustees of SECAT Multi Academy Trust are looking to appoint a Trustee who shares their vision, values and ethos to complement the board. It is important that the Trustee shares our commitment to outstanding education for all, by provide high quality, personalised and rounded education for everyone, right in the heart of our local communities, are committed to collaboration and challenge across the trust. The skills we are particularly looking for are:

- Finance
- Legal processes/law
- Human Resources

In return, you would know that you would be helping to make a difference to the future life chances of students & pupils across our trust and our communities.

The Role of Trustee can be challenging but also very rewarding. As a trustee you will have the opportunity to develop your existing skills and learn new ones in areas, such as; finance, HR, data analysis as well as soft skills, such as; working with a diverse groups of people and chairing meetings. Another crucial aspect is understanding the social background of the community and how this affects the education of our young people. You will also acquire a good understanding of the education sector and how it works to give our young people the best opportunities in life, which feeds back into the community as a whole. In giving something back to our communities, Trustees gain valuable new skills, build on existing skills, receive free training and support which may also open up opportunities for personal professional development.

As a Trustee you would not be expected to have a working knowledge of the education section or our schools. Your transferrable skills are what matter.

Application forms and further details may be obtained by emailing: Theresacope@secat.co.uk. For more information, please visit our website www.secat.co.uk The closing date for completed applications is by 3pm on 29th November 2019.

“SECAT Multi Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

CEO: Ruth Brock
Chair of Trustees: Maurice Sweeting

November 2019



Dear Applicant Trustee

Thank you for your interest in the above role.

SECAT Multi Academy Trust (MAT) is an inclusive organisation and the Board of Trustees represents the interests and concerns of all six schools in the MAT. Trustees use their expertise to help the schools to deliver their statutory responsibilities and provide the best outcomes for students and pupils.

Applications are welcomed from anyone with a commitment to the schools in the MAT who can bring any relevant expertise to the Board.

In order to have a clear picture of the contribution that shortlisted candidates could make to the Board of Trustees, a short interview with the Chair of Trustees and Chief Executive Officer will be scheduled to talk about the role and the expertise they can bring to the Board.

The following information is included in this pack:

- Role information and the seven principles of public life.
- An application form can be downloaded from our website
- Details of our most recent Ofsted reports of all schools can be found on our websites or Ofsted's.

The advert indicates the specific skills and qualities we are looking for, however if you are interested in being a Trustee please visit our website www.secat.co.uk.

If you are interested in applying for a Trustee role, please complete an application form.

Your application should be sent the Chair of Trustees c/o Theresa Cope, Trust Board Clerk, SECAT House, Delaware Road, Shoeburyness, SS3 9NP by 3pm on 29th November 2019.

I look forward to receiving your application.

Yours sincerely

Ruth Brock
Chief Executive Officer

Maurice Sweeting
Chair of Trustees

Role of Trustee

Trust:	Southend East Community Academy Trust
Role Title:	Trustee
Responsible to:	The Chair of Trustees and stakeholders of the Trust
<p>SECAT MAT is seeking additional volunteers interested in joining the Board of Trustees.</p> <p>The role of the Board of Trustees is to set the strategic direction of the Multi Academy Trust along with the senior leaders and governors of the schools and other stakeholders; to provide challenge and support for the Chief Executive Officer to strive for best outcomes for all pupils and students; and to ensure financial probity.</p> <p>This involves receiving reports from the Chief Executive Officer, Chief Financial Officer of the MAT and Finance and Business personnel in considering courses of action that will benefit the students and pupils across all the schools in the Trust.</p> <p>Trustees also oversee the MAT-wide policies and procedures that ensure legal compliance and the safeguarding of all the children in the MAT.</p> <p>Individual Trustees can bring the benefit of their life and work experience to the role. As such they may be asked to bring that expertise to decision-making or may be asked to have regular contact with a governor to share expertise where required in schools.</p> <p>The Board of Trustees reports annually to the Board of Members, which oversees the Trust. They report on the impact of decisions and actions.</p> <p>SECAT Trustees are particularly interested in hearing from anyone with the following areas of expertise:</p> <ul style="list-style-type: none"> • Finance • Legal processes/law • Human Resources <p>Meetings are held each half-term for approximately two hours, generally on Monday afternoons.</p>	

The seven principles of public life

The 7 principles of public life apply to anyone who works as a public office-holder. This includes people who are elected or appointed to public office, nationally and locally, and all people appointed to work in:

- the civil service
- local government
- the police
- the courts and probation services
- non-departmental public bodies
- health, education, social and care services

The principles also apply to all those in other sectors that deliver public services.

They were first set out by Lord Nolan in 1995 and they are included in the Ministerial code.

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty – Holders of public office should be truthful

Leadership – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.