



# MAKE A DIFFERENCE AS A SCHOOL TRUSTEE



## ABOUT OUR SCHOOL

Meadowhead School and Sixth Form is a large comprehensive school that serves communities in the south and south-west of the city of Sheffield as well as North Derbyshire. The school currently has circa 2000 students on roll. Our size – as the largest school in Sheffield – brings many benefits including the diversity of our curriculum and our very expansive enrichment programme. At Meadowhead, our vision is to make a difference to the lives of our young people and this mission runs through the heart of the school's life.

The school has been a convertor academy (Single Academy Trust) since 2011. This means that the school's governing body is solely responsible for the direction of the school and all decisions are taken locally in the best interests of Meadowhead families. All funding is invested directly into the education the school offers.





# THE MEADOWHEAD VISION

At Meadowhead our vision is to make a difference to the lives of our young people. Through excellence and continual improvement, we aim to be the best we can possibly be for our current and future students. We are determined that all our students achieve their full potential and leave us as confident, compassionate and articulate individuals to grow and prosper in the 21st century.

We work in partnership with others to equip students with the skills, attitudes and qualifications needed to lead fulfilling lives and to become responsible adults. Through a skilfully planned curriculum, enrichment experiences, high standards in teaching and pastoral care we fully prepare our students for entrance to further and higher education, high quality employment and the future careers of their choice.

Our ambition is to develop and nurture young people to become well-rounded individuals with the characteristics to contribute fully to society with a strong sense of civic responsibility. We want to ensure that our students are equipped with the knowledge, understanding and skills to influence change and to improve their own lives, their local community and the planet. We aim to inspire young people to live sustainable lives and develop the green skills to tackle both the causes and the impact of climate change resulting in better futures for all.

## How do we expect students to 'Make a Difference'?

**Aim High** - give your best every day

**Show Respect** - value others and the environment

**No Excuses** - find solutions to overcome challenges

**Invest to Achieve** - make the most of all opportunities

**Care** - show kindness to others

**Be Resilient** - do not opt out



# WHAT DOES A TRUSTEE DO?

Trustees bring a wealth of experience and knowledge to the Governing Board and contribute to the successful running of the school.

Decisions made by the Board influence the whole school, but trustees are not responsible for day to day decisions – these are the responsibility of the Headteacher and the Senior Leadership Team. Responsibility for decisions lies with the Governing Body collectively, not with any one person individually.

In return for your participation, the role of a trustee provides opportunities for you to enhance and develop your own personal skill set, develop negotiation, teamwork and other sought after professional skills, all while in a fast paced, complex business environment.

## Key Responsibilities

Setting the ethos, culture and vision of the school.

Holding Senior Leaders to account and supporting the drive for continuous improvement.

Overseeing the school's finances and ensuring money is well spent

“I've been a trustee at Meadowhead since 2013. I initially felt very out of my depth and really wasn't sure what value I could add, but I enjoyed learning about governance and doing my bit to support my childrens' school. Over the years I've grown in confidence and continue to enjoy the role even though my children have long since left. I feel valued and respected at Meadowhead and I know I help to create good outcomes for our community. I'd encourage anyone who is interested in governance and/or our school to get involved.”

Lisa, Vice-Chair of Trustees



At Meadowhead, we make a difference



# ELIGIBILITY AND EXPERIENCE REQUIRED

There are no set skills required to become a trustee - time and a commitment to children's education are all that is needed. However, skills in HR, finance, governance and equality & diversity would enhance the makeup of our current board members.

There are certain restrictions which prevent a person from standing as a trustee, including certain criminal convictions. All trustees are also legally required to undergo a DBS, identity and financial barring checks. All checks are arranged by the school at no cost to candidates.

The application process will involve obtaining references and an informal interview process with our Headteacher and a Trustee

Trustees are offered initial and ongoing training and paired with an experienced trustee during their induction for support.

## LEVEL OF COMMITMENT

### **Term of Office**

Trustees are appointed for a term of four years; although the role is voluntary and trustees are able to resign at any time during their term.

### **Meetings**

Trustees are expected to attend termly Full Trust Board meetings, and to support one of the sub-committees which also meet termly and cover the areas of Pupils, Teaching & Achievement and Finance & Resources. Meetings usually take place on Monday evenings starting at 5pm.

Trustees may also be asked to volunteer to serve as part of a panel to deal with complaints, permanent exclusions and staffing issues. Trustees sitting on such panels should be impartial and independent.

### **Financial**

Expenses (including travel and childcare) incurred by trustees in the course of their duties can be reimbursed upon proof of expenditure and subject to prior approval by the Chair of Trustees.

# THE NOLAN PRINCIPLES

The Government Committee on Standards in Public Life published 7 key principles, known as the “Nolan Principles” and these are considered to embody a code expected of all who serve in the public sector. Trustees are therefore required to uphold the Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

More information about the principles can be found here, and our trustee code of conduct ensures that these principles are followed by everyone on the board.

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

“Being a trustee means you can understand the inner workings of the school and have a direct and positive impact on the education of young people, whether you have a child in the school or not. If you have an interest in shaping the education of young people at Meadowhead School I would encourage you to apply. The Board works very effectively together and collaborates strongly with, and holds to account, the leadership of the school to benefit the lives of students.”

Andy, Vice-Chair of Trustees

At Meadowhead School, we are committed to ensuring that our Board reflects the diversity of our school community. We strongly believe that representation from a wide range of cultures, backgrounds, and abilities enriches our ability to make informed and inclusive decisions. Therefore, we welcome applicants from all backgrounds, including those with diverse cultural heritage, disabilities, and experiences, to ensure our governing body truly reflects the vibrant and varied makeup of our school.



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Click the links below to find out more about becoming a trustee

[National Governance Association](#)

[Governors for Schools](#)

[Sheffield City Council - Becoming a School Governor](#)

## **Videos about becoming a governor:**

[Inspiring Governance](#)

[The Role of School Governors and Trustees](#)

[Video Diary of a Young School Governor](#)

[Could you go Back to School as a School Governor?](#)

**TO APPLY:**

If you're interested in applying for the role, please complete the online [application form](#). If you would prefer to receive a Word version of the form or a paper form please contact Mrs S Gillott (Governance Professional) via [gillotts@meadowhead.sheffield.sch.uk](mailto:gillotts@meadowhead.sheffield.sch.uk)

If you require any support with the application process, including submitting a video application instead of a written statement, or have any other accessibility needs, please don't hesitate to contact Mrs Gillott at the school. We are happy to provide assistance to ensure that everyone has the opportunity to apply.



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