

Non-Executive Director/Trustee Role Description Final 3.0 (Nov 2023)

Overview:

Non-Executive Directors are members of the trust's Board of Directors, which is responsible for carrying out three core governance purposes, and as charity trustees ensure our charitable objects to "advance education for the benefit of the public" and to provide "facilities for recreation or other leisure occupation" for the local community are met. The Board recognises and supports the individual ethos of each of our schools including the religious character of our Church of England schools. NEAT Academy Trust is also the sole shareholder of its trading subsidiary company, NEAT Active Limited, and therefore Non-Executive Directors act as the Members of that company.

Role:

1. To contribute to the three core governance purposes:
 - a) **Strategic leadership:** To work with the CEO to develop and realise the vision, values and strategic direction of the trust in line with our charitable objects.
 - b) **Accountability and assurance:** To hold the CEO to account for the operations and performance of the trust.
 - c) **Engagement:** To provide strategic oversight of relationships with the trust's stakeholders: pupils, parents, workforce, partners and the wider community. To act as an ambassador for the trust and its schools.
2. To serve on one or more of the board's committees.

As required:

3. To chair one or more of the board's committees (supplementary role description is provided).
4. To act as a link director for a specific theme e.g. careers, health and safety, safeguarding, SEND (supplementary role descriptions are provided).
5. To serve on/chair an ad hoc panel e.g. to hear an appeal, complaint or appoint a school's headteacher.
6. To participate in any working groups.

Expectations:

In order to perform this role well, all non-executive directors/trustees are expected to:

- get to know the trust, including visiting schools occasionally during school hours to talk to leaders, staff and pupils, and gain a good understanding of its strengths and areas for development
- take part in induction/regular training events and an annual 1:1 conversation with the Board Chair/Vice Chair
- attend meetings and contribute to discussions, having read the papers before the meeting
- be responsive to contact from other members of the board and the clerk between meetings
- behave in a professional manner in accordance with the trust's Code of Conduct and complete annual declarations/confirmations
- carry out their role in accordance with the trust's values:
 - Aspirational - We aim high for ourselves and others
 - Collaborative - We are best when we work together as one trust
 - Inclusive - We welcome and value every individual and foster a sense of belonging
 - Innovative - We are creative and forward thinking in our work
 - Responsible - We act professionally and ethically in the best interests of the trust community.