



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Trustee

Applicant Information Pack



AMBITION



COLLABORATION



COMPASSION



EXCELLENCE



INCLUSIVITY

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Welcome from the CEO

Dear Applicant,

Thank you for your expression of interest in becoming a Trustee at Woodland Academy Trust and in making a positive contribution to our communities of children, families and staff.

We are a small but ambitious Trust that puts the children and community first and are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed professionals who have vision, drive and ambition and we would be keen to hear about your experiences and what skills you can bring to this role. We are particularly interested in leaders who have experience in the following:

- Risk, audit, finance and accounting.
- Legal.
- Human Resources.

This is an exciting time to join the Woodland Academy Trust Board of Trustees as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong, collaborative team working towards a shared vision, receive professional development, and have the opportunity to make a real difference in the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara,

Trust Leader (CEO)



About Woodland Academy Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools serving local communities with four schools located in Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



Ignite the spark, reveal the champion

Discover more our Trust and schools by watching our videos on our [Trust YouTube channel](#). You can also find out information about Woodland Academy Trust by visiting our website: [Woodland Academy Trust](#).

Our Schools



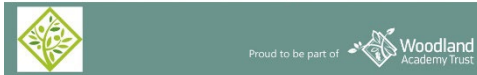
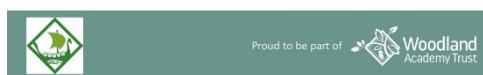
Visit our website:
www.knockhallprimaryschool.co.uk



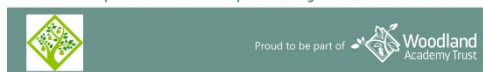
Visit our website:
www.limewoodprimaryschool.co.uk



Visit our website:
www.northumberlandheathprimaryschool.co.uk



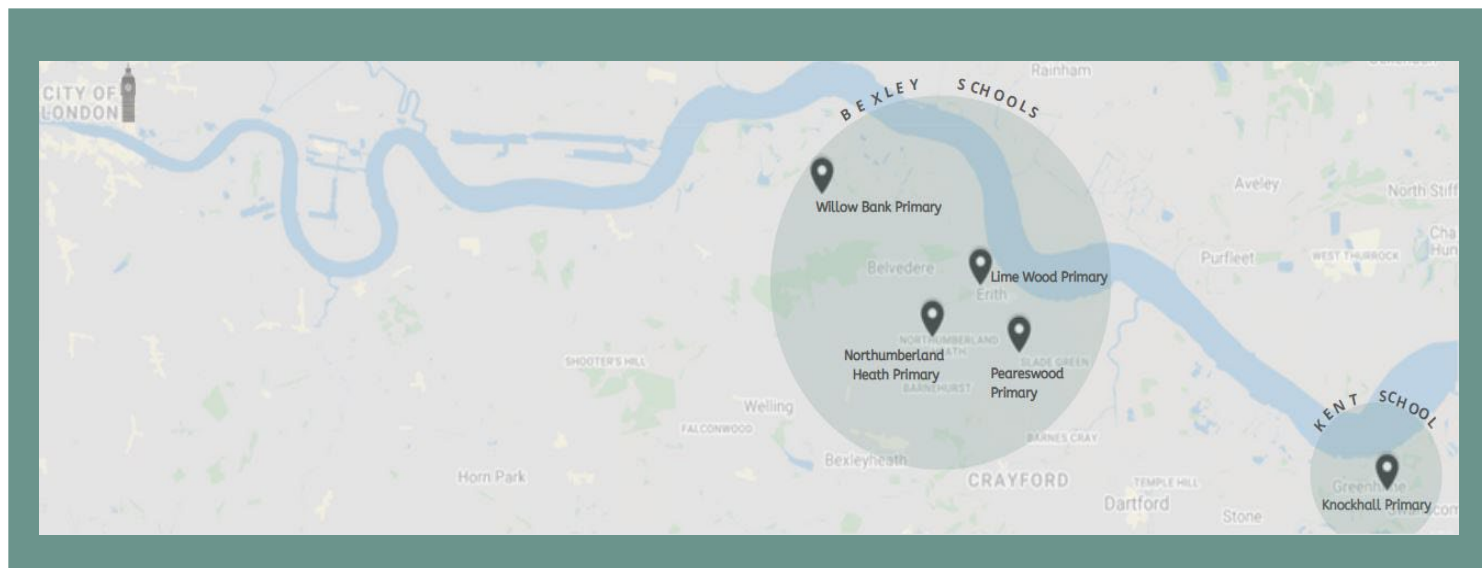
Visit our website:
www.peareswoodprimaryschool.co.uk



Visit our website:
www.willowbankprimaryschool.co.uk



Discover more about our schools: <https://www.woodlandacademytrust.co.uk/our-schools/>



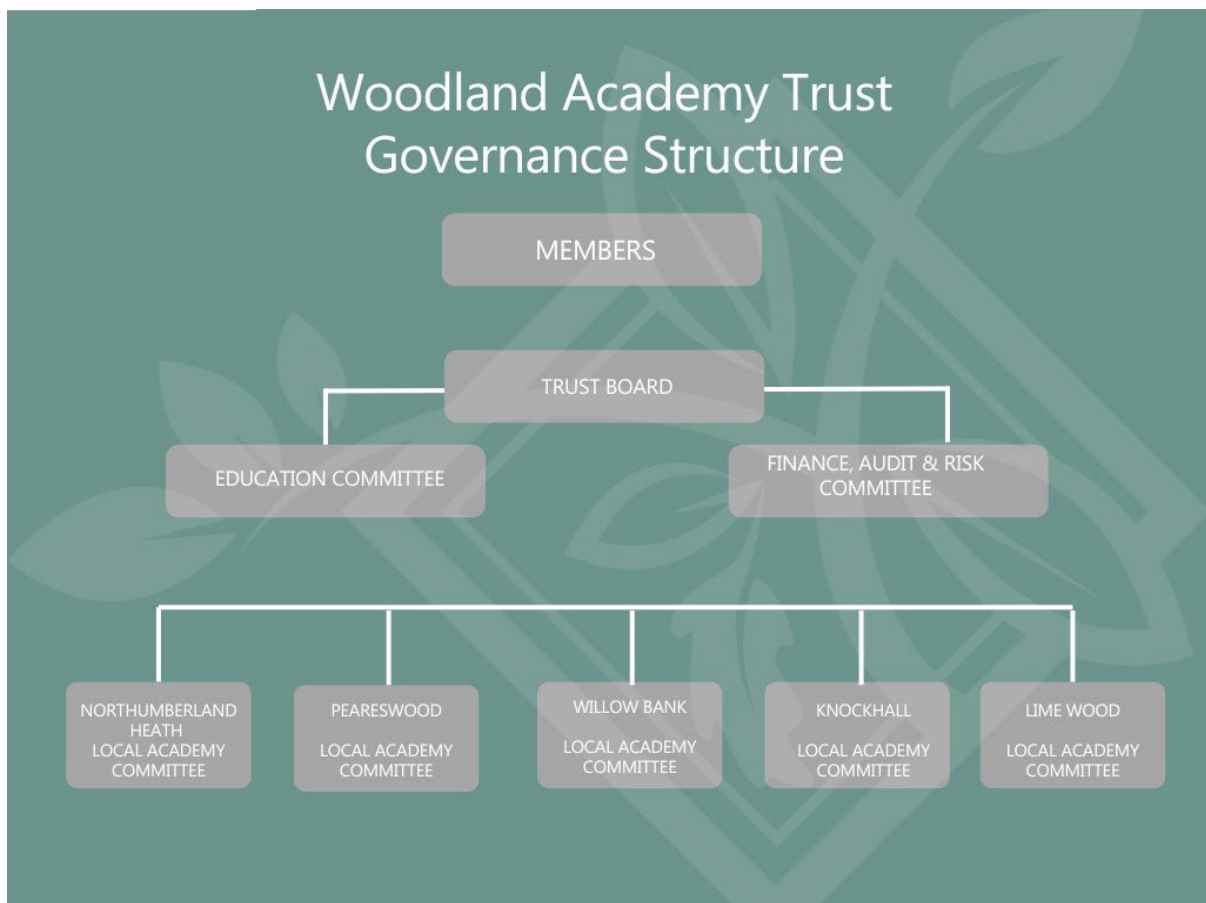
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Our Governance

The Woodland Academy Trust's three core layers of governance are Members, Trustees (and their sub-committees) and Local Academy Committees (LAC).

Our Trust benefits from an extremely experienced and talented governance team, whose Members, Trustees and Local Governors provide vision, direction, support, advice and challenge, ensuring that we meet our charitable objectives, compliance and legal obligations.

Our governance structure creates rigorous and enhanced layers of support and scrutiny along with efficient processes, which ensures that our decisions and strategies are validated, well-planned and implemented. Our Governance Professional is skilled in academy legislation and ensures that the Trust Board meets our compliance requirements. Our Trust Services Team provide an advisory service to schools and their LACs ensuring reciprocal communication flows between the Trust Board and the LACs.



The Role

Trustee: Unremunerated

The board of trustees within academy trusts work at the executive level in the organisation. They are responsible for all the academies that operate within the trust. In contrast, school governors oversee just one school. Trustees are ultimately responsible and accountable for the trust. It is their job to ensure the trust is compliant with its charitable objectives, as well as company and charity law. Because trustees are directors under company and charity law, trustees have legal responsibilities that governors of maintained schools do not.

A board of trustees should be diverse and made up of people from all different backgrounds with different skills. Academy trust boards often look for people with professional backgrounds in areas such as HR, law, finance, and marketing. However, skills such as negotiation, problem-solving, and leadership are also desirable.

While there aren't any specific requirements, those taking up the role must be skilled, knowledgeable, and feel confident enough to both support and challenge the leadership of multiple schools.

Responsibilities for the role

The Trustees are also the company directors and have ultimate accountability for the schools and the Trust.

Our Trustees' combined skills offer a wealth of experience to support the Trust in its activities. The Board of Trustees manage the business of the Trust to provide strategic leadership, accountability and assurance, and strategic engagement and focuses strongly on the three core functions of governance:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding executive leaders to account for the educational performance of the Trust and its pupils, and the performance management of staff.
3. Overseeing the financial performance of the Trust and making sure its money is well spent.

Board governance in education is a strategic commitment which involves an average time commitment equating to 4 hours per month minimum for Trustees.

The Trust holds a minimum of three, with a maximum of six, board meetings per year plus three committee meetings per year, in addition, there is at least one board development session annually. Meetings are a blended model and remote access for the committee meetings is supported with face-to-face meetings at least once per term. Trustees are also

expected and encouraged to make time to visit schools, which are often incorporated into meeting dates.

Throughout the term of office of 4 years, you will be an active contributor to the key board decisions. Specifically in the next 12-24 months the Trust's key focus areas will be:

Standards:

- To ensure standards in all schools are improving in all key measurements and are close to being in line with national expectations.
- Standards across the Trust are at least in line with national expectations in all key measurements.

Leadership:

- To provide strong and improving leadership across the Trust leading to educational excellence and sustainable resourcing in each of our schools.
- To ensure that we have strong leadership teams in each school and measurable school development plans in place.
- To ensure we have a Trust board who provides strategic leadership, support, and challenge and that the board skill set, and expertise is diverse.

People Development and Growth:

- To foster a strong sense of unity and belonging across the organisation so that all stakeholders see themselves as part of the Woodland Academy Trust team.
- Continue to upskill and develop leaders to manage and develop staff.
- Review our current systems and processes for capturing evidence relating to people leadership across the entire workforce (absence, well-being, retention) and begin implementation of cyclical data capture.

Efficiency:

To ensure that:

- We are a financially viable and sustainable multi-academy trust.
- That school improvement and finances work in synergy.
- All internal and external reporting deadlines are met and fulfil compliance with The Academies Handbook.
- The Trust has embedded a new budget software and reporting tool, and this is incorporated into Trust financial planning, financial monitoring, and a financial reporting framework.
- The Trust has developed and implemented a health and safety strategy for compliance, and ongoing monitoring and expectations for this across all Trust schools is clearly communicated.

Professional Development

The Trust subscribes to the National Governance Association who provide a suite of professional development opportunities which include tailored information, advice and guidance, e-learning and events.

Applications

If you have the requisite experience for the role and share our passion and commitment to helping young people realise their academic potential, we would love to hear from you.

To apply, please send a copy of your latest CV together with a supporting statement (no more than one of A4) explaining your motivations for applying for the role, how your skills, knowledge and experience match the role outline and what you can additionally bring to the role.

CVs should be emailed to Suzanna Pearce, Compliance Asset & Risk Manager at compliance@watschools.org.uk

Diversity and Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that all stakeholders who have a disability are given every possible assistance in their role. All disabled applicants that meet the minimum criteria for the role of Trustee will be given the opportunity to undergo the recruitment process. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. Members of the Governing Body are therefore expected to behave in such a way that supports this commitment. Appointment to this role will be subject to the following satisfactory checks:

- Identity.
- Barred List Check (previously List 99).
- Section 128.
- Disclosure & Barring Service Check.
- Confirmation of right to work in the UK.
- Satisfactory references.
- Any other checks deemed appropriate where the individual has lived or worked outside of the UK.

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture.



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[@w00dlandAcademy](https://twitter.com/w00dlandAcademy)



Woodland Academy Trust



[woodland_academy_trust](https://www.instagram.com/woodland_academy_trust)