



TRUSTEE RECRUITMENT POLICY

Version:	1.0
Approved by:	Trust Board
Issue Date:	9 March 2023
Review Date:	9 March 2024

REVIEW HISTORY

VERSION NO.	DATE OF CHANGE	CHANGE SUMMARY	PAGE NO.
1.0	01.01.2023	Creation of policy	

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1.0 Introduction

- 1.1 OAK Multi Academy Trust recognises that effective Members and an effective board of Trustees are essential if the Trust is to be effective in achieving its objects.

The Members and Board must seek to be representative of the people with whom the Trust works and must have available to them all of the knowledge and skills required to run the Trust. Individual Members and Trustees must have sufficient knowledge, both of their role, of trusteeship in general and of the Trust's activities, to enable them to carry out their role and to represent the Trust at meetings and other events. This policy sets out how OAK Multi Academy Trust intends to recruit a robust and effective board of trustees.

- 1.2 A prospective Trustee should understand the legal responsibilities which they will assume in becoming a trustee.

- 1.3 The Members are akin to the shareholders of a company. They have ultimate control over the trust, with the ability to appoint some trustees and the right to amend the trust's articles of association. Members can delegate recruitment to Trustees and Trustees can delegate some aspects of recruitment to staff, but they must ensure they retain overall responsibility and control of the recruitment, selection, and induction processes. OAK Multi Academy Trust expects Trustees to carry out the actions required to recruit new Trustees and to provide a formal recommendation to the members for a final decision.

- 1.4 In recruiting new Trustees, the existing Trustees must act in the best interests of the Trust. To ensure this is the case, and that they are in a position to explain to new trustees what is required of them, existing Trustees need to be clear in their own minds about the purposes and aims of the Trust, as well as their broader duties and responsibilities as Trustees.

- 1.5 The Board upholds diversity in its makeup by recruiting Directors with varied geographical, social, economic, environmental, business and cultural backgrounds and skills and by maintaining an age and gender balance.

- 1.6 The term of office is for four years. Trustees may reapply to serve on the Board at the end of their terms.

- 1.7 The Members of the Trust will review, interview and assess all applicants, and will nominate a proposed Trustee for election or re-election to the Board. The Members will recommend recruitment of a Trustee to the Trust Executive Board and the Chair of the Trust Executive Board will inform applicants of the outcome of their application.

- 1.9 When Directors are proposed for recruitment, they will be provided with observer status

and encouraged to attend all meetings of the Board and its Committees. They will receive an induction package prior to attending the Board and Committee Meetings, and will be invited to attend an orientation session by the Chair.

2.0 Recruitment Process

- 2.1 The Trust Board will identify the need to recruit additional trustees through carrying out an annual review of the skills of the Trustees on the Board and associated Committees, and also if a Trustee resigns, their term of office ends and they are not seeking re-election or their request for re-election is not successful.
- 2.2 The Trustees agree what skills, experience and knowledge are needed, and develop a job description and person specification. The Trustees will agree the process for recruitment: taking care to comply with the requirements of the Trust's articles of association and scheme of delegation.
- 2.3 The Trust seeks to ensure diversity in its board of Trustees as well as in its staff base and consideration will be given to ways in which groups that are under-represented on the board might be reached and encouraged to apply. However, at the point of selection the board will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.
- 2.4 The Trustees will consider the best methods of attracting a diverse range of candidates with the skills required. This may include advertising in the media, voluntary sector, and direct approaches to professional bodies, over approaches to personal contacts as the intention is to promote diversity and to avoid conflicts of interest. People enquiring to become trustees will be sent appropriate documentation about the Trust, introductory material about trusteeship and will be asked to complete an application form. Arrangements will be made to assist any potential applicant with specific needs in relation to completion of the form or access to the supporting materials. Applicants will also be invited to observe at Board meetings where appropriate. Applicants and existing Trustees will be able to claim expenses where this would aid attendance at meetings. Where this is required, the Trustee should contact the Trust Chief Finance Officer to arrange payment.
- 2.5 Shortlisting and interviews will take place against agreed criteria, carried out by at least two Trustees, and each candidate is asked similar questions to ensure a fair and objective approach. Panels will be the Chief Executive Officer together with any other people deemed appropriate by the Trustees. Notes are kept of each interview. Preferred candidates are identified and invited to join the Trustees, subject to references, formal vetting, and approval by the Trust Executive Board. Unsuccessful candidates are notified and thanked for their interest.
- 2.6 It is a criminal offence for an individual to serve as a Trustee if disqualified from doing so. Rigorous checks will be carried out to ensure that all persons applying to become a Trustee are eligible. These checks will include:

- A Disclosure and Barring Service (DBS) check
- Two references (one from a current employer and one from an individual who has known the applicant for over two years and is not a relative).

If the potential trustee is retired or not currently in employment, one reference should come from someone who has known them on a professional level. Having a criminal record will not necessarily prohibit a person from becoming a Trustee but will necessitate a risk assessment to be carried out to determine suitability.

- 2.7 The Chair of Trustees will then write to the prospective Trustee, explaining that potential Trustees will need to agree to registration at Companies House as a director of a limited company. Following this the potential Trustee will be asked to complete a skills audit, DBS check, pecuniary interest form and sign the code of conduct. Potential Trustees are asked to sign and return a copy of the letter. An information pack about the Trust is sent to new Trustees, and a full induction process is arranged. New Trustees meet existing Trustees and others involved with the Trust, such as members of local governing bodies and school staff. The new Trustees attend their first board meeting and are duly welcomed. All relevant parties, such as Companies House, the Trust's solicitors and auditors, are notified of the new appointments.

3.0 Induction and Performance Management

- 3.1 A proper induction is vital as part of the process of ensuring that trustees can become valuable and effective members of the board as quickly as possible. OAK Multi Academy Trust will ensure that all new trustees are provided with an approved induction programme that is suitable for the new trustee and their role, and will equip them with the information they need.
- 3.2 New Trustees will be offered meetings with relevant Trust staff in order to gain a clear understanding of how the Trust operates. Induction might include:
- introductions to Trustees and senior management
 - visits to the Trust Schools and Headteachers
 - completing a skills matrix
 - an assessment of any training required and details of how to access training
- 3.3 All Trustees will be supplied with access to Governor Hub, which includes essential information about OAK Multi Academy Trust and Minutes and papers from previous Board and sub-committee meetings.
- 3.4 The performance of individuals on the Board will be monitored through an annual appraisal system.

4. Expectations of Trustees

- 4.1 Trustees are expected to work to the role description and a code of conduct and attend all Board meetings.
- 4.2 If a Trustee is absent without the permission of the Trustees from all meetings held within a 6-month period, the Trustee may be removed from office. Board meetings are held 4 times a year. Each meeting is for up to 3 hours and is usually held during the evening.
- 4.3 In addition there are currently 2 sub-committees of the Board, and applicants will normally be invited to join 1 of these sub-committees, or an occasional focused working group. The overall time commitment expected from Trustees is approximately 5-8 hours per month.