



Trustee Role Description The United Westminster and Grey Coat Foundation

About the Charity

With its origins in the 16th century, the United Westminster and Grey Coat Foundation (the Foundation) was officially formed on 31 March 2019 through the merger of the United Westminster Schools Foundation and the Grey Coat Hospital Foundation. The Foundation therefore combines both a rich history and traditions with a sound financial position and a dynamic outlook towards new opportunities and challenges to develop during the years ahead.

The objects of the charity are: "to advance for the public benefit education by establishing, maintaining, operating, managing or otherwise supporting schools whether state-funded or independent, which are or shall be run in accordance with Christian principles and practices."

The Foundation has five very successful schools, two state secondary academies (both comprehensive): Westminster City School and Grey Coat Hospital; and three independent schools: Queen Anne's School Caversham, Emanuel School, and Sutton Valence School. Details of the schools can be found at:

1. <https://www.qas.org.uk>
2. <http://www.gch.org.uk/>
3. <https://www.emanuel.org.uk/>
4. <http://www.svs.org.uk>
5. <https://www.wcsch.com>

The Foundation has an investment portfolio of c.£30M and owns the land and buildings from which its five schools operate. It also has some modest property assets in London.

While Trustees of the Foundation have the ultimate legal responsibility for UWGCF (including the group's three independent schools) they have delegated, to a significant degree, responsibility for the schools' operations to the respective Governing Bodies of each school. The Foundation office therefore is currently comprised of seven staff, led by the newly created role of CEO/Clerk. The Foundation office currently provides, inter alia, a secretariat for Trustees and Governors, a centralised payroll and group treasury, as well as advice to Trustees and the schools on legal, financial and other matters affecting the world of education. The CEO/Clerk is accountable to the Chairman of Trustees.

Board composition

The Articles allow for not less than ten and not more than seventeen trustees, and currently there are thirteen trustees (individual names are available on the Charity Commission's website). The five Chairs of Governors for each of the Foundation schools are ex-officio trustees. The Dean of Westminster or his representative occupies another ex-officio position.

Terms of office for trustees are three years, with the expectation that no trustee will serve for more than three terms.

The Foundation values the input of people with diverse backgrounds and perspectives and wishes to continue to diversify its board in ways that reflect the diversity of its users and work programmes.

The Trustee Role

The Foundation is seeking to appoint two or three Trustees with broad experience and a passion for education to share in a mission that is more vital now than ever. These roles form part of a newly created single Board; core Trustee skillsets that are sought out include HR expertise, legal expertise, and knowledge of the maintained school sector. Trustees should have strong experience in strategy oversight and delivery, at a senior level and with a view to maximizing educational impact. Whilst sector-specific expertise is not essential, the ideal candidates will both have a passion for the Foundation's work and be aware of emerging trends in the UK's independent and maintained schools' sector.

New Trustees will join at a critical period for the Foundation, as it develops its future post-merger strategic intentions, especially around possible partnerships, amplifying the impact of its public benefit, and supporting additional schools. Trustees will work closely with the senior management to help shape and direct the growth and development of a newly configured education charity.

It will be important for new Trustees to build a good personal knowledge of all the Foundation's family of schools, including their Governing Bodies and their Headteachers. There are a good number of enjoyable joint and individual schools' events that are helpful in gaining this understanding, and which help strengthen the links between each school.

In addition to the time commitments described above, there are three formal trustees' meetings a year (and several sub-committee meetings) and therefore the role requires an appropriate level of commitment and time (10 - 15 days a year).

Key responsibilities and duties of a Trustee include, but are not confined to:

1. Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
2. Seek to visit each of the Foundation's five schools and understand the local complexities each are facing, whilst engaging in active communication with each respective Governing body and school community
3. Act reasonably in decision-making and leadership of the organisation, ensuring its proper management and administration
4. Use any specific skills, knowledge or experience to help the Board reach quick and sound decisions
5. Participate in the three formal trustees' meetings annually, and one or more Sub-committees (at present these are: Finance & Property, Nominations Committee, and the Remunerations Committee)
6. Ensure that the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
7. Safeguard the good name and values of the organization, and promote the work of the Foundation externally
8. Ensure the effective and efficient administration of the organization, including having appropriate policies and procedures in place
9. Ensure the financial stability of the organisation
10. Protect and manage the assets of the charity and to ensure the proper investment of the charity's funds

The Ideal Candidate will be:

- “Trustee ready”. Sitting on a trustee board requires the ability to take a more advisory approach than in executive roles. If you have not previously held any trustee or non-executive positions, you should demonstrate a track record of influencing the direction of your organisation at board level. If you already have significant trustee or non-executive experience, please detail this;
- Committed to the delivery of a Christian Ethos in the Foundation's Schools;
- Able to commit the time, skills and experience needed to be a Trustee.

It is also desirable for a Trustee to be able to bring some of the following skills and experience:

- Maintained school sector expertise, particularly Academies and school improvement initiatives;
- Demonstrate an understanding of key legal risks associated with large employers and in the education and charity sectors;
- Demonstrate a track record of professional HR knowledge, and experience of introducing staff professional development strategies as part of an institutional change management approach;
- A track record of building a new organizational culture and medium-term organizational growth strategy;
- Experience of successfully generating funding for a charitable organization;
- A track record of improving governance and strategic decision-making at charitable organisations.

Terms and Conditions

This is an unremunerated role, although reasonable travel expenses will be covered by the Foundation. The Foundation is based at the Pouchot Building, Westminster City School, 57 Palace Street, London SW1E 5HJ, although travel to the Foundation's schools will be required from time to time as part of the role.

The term of appointment will be three years with the possibility of renewal for two further three year terms.

Person Specifications

Area	Essential	Desirable
Qualifications		
Degree or equivalent		✓
Knowledge and Experience		
Demonstrable commitment to education and the improvement of pupils' outcomes.	✓	

A good knowledge and experience of the education sector both with regard to independent and state schools	✓	
Knowledge of current education policy and challenges in both the public and independent sectors	✓	
Knowledge of how schools operate at a senior level		✓
Experience of working in the Charitable Sector		✓
The fundamentals of Trusts and the responsibilities of Trustees		✓
Financial Acumen, including budget setting, financial management, forecasting and audit requirements		✓
Working knowledge of Employment Law		✓
Dispute resolution and disciplinary hearings		✓
An understanding of DfE financial funding and contracting systems		✓
Understanding the drivers of organisational culture, and what makes people and organisations be high performing		✓
Skills and Capabilities		
Excellent and versatile communication skills	✓	
Strong presentational skills and the ability to express views convincingly and coherently using a variety of media.	✓	
Able to develop effective working partnerships and alliances rapidly	✓	
Well-developed business management skills, including risk management so as to sustain and develop the Foundation as a successful organisation	✓	
IT literate		✓
Personal Attributes		
Commitment to the delivery of a Christian Ethos in the Foundation's Schools	✓	
Energy, resilience, and an understanding of their own strengths and limitations	✓	
Strength of character, leadership, and willingness to make difficult decisions in the interests of the Foundation and its schools	✓	
Value diversity and difference, operates with integrity and openness	✓	
Treating others with compassion, empathy and respect	✓	
A commitment to team working, including collaborative/delegation and the ability to listen to and take into account the views of others	✓	
Uses evidence to make improvements, increase efficiencies and seeks out innovation	✓	
Shares information openly and effectively	✓	
Self-motivated and able to sustain change and motivate others through difficult periods	✓	

How to Apply

The Foundation is running an in-house process to create a longlist of suitable candidates, which will be reviewed by the Nominations Committee and then shortlisted candidates will be invited in for further panel discussions. Should you wish to discuss your interest and to ask questions prior to applying please email recruitment@uws-gch.co.uk and someone will get back to you to arrange a further phone call.

If you wish to apply for the role, please supply the following via email to recruitment@uws-gch.co.uk

- A **CV** setting out your career history and including details of any professional qualifications, together with the names and full contact details of three referees, none of whom will be contacted unless or until you are shortlisted.
- A **short supporting statement** of no more than two pages of A4 providing evidence of the strength and depth of your ability to meet the requirements for the role, and your core motivations for occupying this position. Please provide specific examples to demonstrate how you meet the requirements set out in the Candidate section of this document.

Although it has not been formally certified under the employer scheme, it supports the aims of Disability Confident initiative and will guarantee any disabled applicant who meets its minimum eligibility criteria the opportunity to demonstrate their abilities at an interview.

The appointments panel will be comprised of at least three trustees.

Following a shortlisting meeting on 16th July, candidates will be informed of the outcome. Those who are shortlisted will be invited to meet with the Chief Executive informally in advance of the panel interviews.

Panel interviews will take place towards the end of July at the Foundation offices.

Safeguarding

The Foundation takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance. A DBS check and other safeguarding compliance vetting will be required prior to full appointment.

The appointed candidate will be invited to join the board from August 2020 onwards.

Data Protection

The Foundation takes its obligations under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may also be used for the purposes of monitoring the effectiveness of the recruitment process, but in these circumstances will be kept anonymous.