

Enfield Town Schools' Partnership (ETSP) Trustee Recruitment Pack

May 2022

How About Joining Us at ETSP as a Board Member?

Enfield Town Schools' Partnership (ETSP) was founded in 2015 by a forward-thinking group of headteachers in Enfield, North London, who could see the benefits for all stakeholders in working collaboratively. It was set up to advance the education of children/young people within member schools (in Enfield, North London), through the provision of services, facilities and activities and to meet the social and emotional wellbeing needs of all the pupils/students within our care.

As the partnership became more established the number of member schools increased and the decision was made to convert to a charitable organisation. The partnership comprises of 1 infant school, 18 primary schools, 1 secondary school and 1 special school. On 11th November 2019 ETSP was established as a Charitable Incorporated Organisation (CIO). Registered charity number: 1186244. ETSP's purposes are charitable and mainly centred on enhancing the education and wellbeing of children and young people within our member schools' communities.

ETSP provides a service to schools which includes income generation for enrichment activities, project management and network management/administration to facilitate collaborative working.

Trustees

Trustees play a crucial role in setting and supporting ETSP's strategy. We have an excellent board of seven trustees, but have identified the following gaps, which we would like to recruit to:

- Social media and marketing, to help us ensure we develop a strategy to communicate our work effectively.
- Fundraising, to help us develop and implement our fundraising strategy.
- Business and growth management, to support our business strategy – for this role you would need to have experience of financial reporting and control, to help us maximise the benefit of every pound we raise.

Previous board/trustee experience is not necessary and we particularly welcome applications from a range of backgrounds so that we can best represent the communities we serve. We wish to ensure our Board of Trustees is fully representative of our communities.

These positions could therefore suit individuals taking their first steps to develop wider board level and governance experience. If you don't have these skills but you believe that your background could be useful to us and you are interested in joining our board, please do still get in touch.

"Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run."

(The Charity Commission)



Message from Chair of Trustees, Hilary Ballantine

I am Hilary Ballantine and I am Chair of the Enfield Town Schools' Partnership. We are delighted that you are interested in becoming one of our Trustees.

We are a small charity that supports over 20 schools in Enfield. It is diverse group of schools that spans the whole area of Enfield. We support a secondary, a special and an infant school as well as a range of different sized primary schools. We perform a variety of tasks from grants application, festivals, specialist meetings between schools to spelling bees.

Being a Trustee at ETSP is not an onerous job that requires many hours of work, but we do want someone who is enthusiastic and can offer ideas. We want you to bring your life skills and talents to support us give the children and staff of The ETSP the best experiences and opportunities available.

We have put a package together of training that you can access.

It has not been easy over the past few years with COVID. During that time we supported the schools' food banks, offered free visitors for schools, carers and care homes and found other ways to deliver initiatives and enrichment activities in the COVID environment. In the post COVID period we have invigorated the networks which exist between schools and are enthusiastically designing and delivering projects in person again.

I hope you feel you can offer something to our charity and the work we do.

Please contact Emma Kolaru our ETSP Manager on ekolaru@etsplondon.org for any queries or for just a chat about the role.

Looking forward to welcoming you as one of our Trustees.

Hilary Ballantine
Chair of Trustees



14,869

Freshly prepared emergency meals to 3,120 vulnerable Enfield residents over the 2020 summer holiday period



With funding from the local authority, exciting Easter holiday camps were delivered across 4 of our school sites, for children on free school meals

75



Sourced and delivered

3,000+

face visors to over 70 Enfield care homes, pharmacies and healthcare providers in May/June 2020

Community learning

We coordinated delivery of over 30 courses and taster sessions for 100+ adult learners, equating to over 700 student learning hours

700



41

As schools moved online we secured 22 refurbished laptops, plus a grant for new laptops, for children and young people without access to devices at home

Grant income

£25K+

£22K+

Savings in donated goods and resources & collective purchasing

To meet the social and emotional wellbeing needs of the children and young people we work with we delivered a mental health and wellbeing mentoring project specifically for BAME children disproportionately affected by Covid-19

39

540



Reception children at our most disadvantaged schools were provided with book packs to help develop practical skills such as making friends and dealing with change

6,134

Children and young people participated in our enrichment projects



Background

Enfield Town Schools' Partnership (ETSP) was founded in 2015 by a forward-thinking group of headteachers in Enfield, North London, who could see the benefits for all stakeholders in working collaboratively. It was set up to advance the education of children/young people within member schools (in Enfield, North London), through the provision of services, facilities and activities and to meet the social and emotional wellbeing needs of all the pupils/students within our care.

As the partnership became more established the number of member schools increased and the decision was made to convert to a charitable organisation. The partnership comprises of 1 infant school, 18 primary schools, 1 secondary school and 1 special school. On 11th November 2019 ETSP was established as a Charitable Incorporated Organisation (CIO). Registered charity number: 1186244. ETSP's purposes are charitable and mainly centred on enhancing the education and wellbeing of children and young people within our member schools' communities.

ETSP provides a service to schools which includes income generation for enrichment activities, project management and network management/administration to facilitate collaborative working.

Objectives and Activities

Our Mission

ETSP's initiatives bring our community of schools together to help our children and young people flourish.

Our Vision

To deliver relevant and engaging programmes and events for children and young people to help them thrive, especially those facing additional challenges in their lives. We forge collaboration between our member schools, and partner with other organisations, to identify and respond to our community's needs in a holistic way.

Our Values

- Integrity
- Empowerment
- Excellence
- Community
- Aspiration

Our Objectives

ETSP's objects, as outlined in our Charitable Constitution, are as follows:

- i. Developing collaboration between schools and other educational bodies and the wider community in which they operate, promoting positive community engagement in schools and with families.
- ii. Providing opportunities for disadvantaged pupils through the provision of services, facilities and activities to develop the capacity and skills of parents and carers of children and young people to enable them to engage more with the education of, and to identify and help meet the needs of, the children and young people in their care.
- iii. The provision of training to individuals involved in the education and pastoral care of children and young people in order to equip them with the skills required to deliver such education and to support the social and emotional well-being of the children and young people in their care.

What We Provide

ETSP provides a service to schools which includes income generation for enrichment activities, project management and network management/administration to facilitate collaborative working.

Income Generation

Through our experienced bid writing team we submit funding applications for projects and initiatives which support additional enrichment activities for targeted children and young people and disadvantaged communities. Funding applications have supported mentoring programmes for children and young people, hot meals for the most disadvantaged within the wider community, science and art-based projects, devices for individual children and books for Reception-aged children. We have also written funding applications for individual member schools for library books and gardening equipment to improve outdoor spaces.

Project Management

ETSP designs and delivers programmes from start to finish including procuring/commissioning appropriate service providers to deliver specific projects (including due diligence checks), quality assurance, monitoring budgets for grant awards, monitoring and evaluating project outcomes, and returns to funders. We also design and deliver other events and activities which bring children and young people together and support the community. These events include inter-school competitions and exhibitions for children and young people and lifelong learning courses for the wider adult community.

Network Management and Administration

We manage and facilitate collaborative working groups across member schools to share best practice, improve provision, identify training requirements and plan projects which support targeted children and young people. We also facilitate subject-specific forums to support delivery of ETSP projects. At the beginning of 2021 we launched a borough-wide computing curriculum leads network for all primary and secondary schools in Enfield.

Network meetings include setting agendas, writing minutes, sending invites, organising guest speakers, providing documents and follow up actions and accessing training courses.

We facilitate professional development opportunities for staff to improve the quality of their subject knowledge to support delivery of ETSP projects and the curriculum. The networks and training opportunities are provided so that children and communities have access to the best services possible.

ETSP also develops collaborations between schools and other organisations which support our charitable aims.

Trustee Job Description

Job purpose

To further the organisation, keeping within its charitable objectives.

What the role will entail

The trustee role is unpaid *pro bono*, but reasonable expenses can be claimed. Trustees are expected to attend all board meetings. Board meetings are held three times a year during normal office hours. The meetings last approximately two hours and are usually held at one of the partnership schools in Enfield, North London.

We expect trustees to read all of the papers for the board, which are circulated one week in advance of meetings. We hope trustees will share their skills and experience appropriately, through communication with staff and other trustees. We expect Trustees to commit around two hours per month to the role.

In return, new trustees will get a full induction, access to training opportunities and the chance to contribute to an exciting, innovative and growing charity. You can read about the role of trustees on the Charity Commission's website: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

Trusteeship is a wonderful way of gaining new skills and experiences, and provides a powerful sense of giving something back.

The Charity's Structure

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For ETSP the charity trustees are the board of directors of the Council known as the trustee board. The trustee board comprises 7 charity trustees and all members give their time voluntarily and receive no benefits from the charity. However, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) which allows governing boards of maintained schools to decide whether they wish to reimburse members of the governing board, for any expenses they have incurred when serving as a trustee. As a charity we want to follow the same guidance for our Trustees.

- Chair
- Vice Chair
- Appointed Trustees
- Co-opted Trustees (Chair and Vice Chair of the Partnership Headteachers)
- Partnership Manager (non-Trustee)
- Treasurer (non-Trustee)

The Role of the Trustee Board

- The trustee board must always act in the best interests of ETSP, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility.
- The trustee board must act as a group and not as individuals.
- Each appointment must be for a term of 3 years.

Duties of a Trustee Board Member

The statutory duties of a trustee board member are to:

- Ensure that ETSP complies with its governing document (its Articles of Association), charity law and any other relevant legislation or regulations.
- Ensure that ETSP pursues its objects as defined in its governing document.
- Ensure ETSP applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the board of trustees by giving firm strategic direction to ETSP, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of ETSP.
- Ensure the financial stability of ETSP.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Person Specification

Each trustee must have:

- A high level of enthusiasm and motivation
- A commitment to the mission of ETSP
- A willingness to meet the minimum time requirement
- Integrity and objectivity
- Strategic vision and the ability to focus on practical issues
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team and to act solely in the interests of ETSP without regard to personal interest or benefit.
- No significant potential conflicts of interest.

The board of trustees collectively needs skills and experience in the following areas:

- Financial management, income generation and enterprise
- Public policy and public affairs
- National and local voluntary sector
- Digital strategy
- Human resource management
- Funding/foundations
- Collaborative partnerships
- Social investment and impact.

The Application and Appointment Process

Please complete the application form below and email to chair@etsplondon.org or send by post to:
ETSP Chair of Trustees c/o Carterhatch Infants, Carterhatch Lane, Enfield EN1 4JY
by Friday 27th May 2022.

We will invite shortlisted candidates to an interview with the Chair of Trustees and some members of the trustee board week commencing Monday 27th June 2022.

ETSP will take up two references for successful candidates and also undertake a DBS criminal records check. An induction will be arranged for September 2022. Appointment is subject to agreement of the existing trustees and vote at the next Trustees meeting.

We will endeavour to arrange meetings around your existing commitments wherever possible.

Trustee Application Form

Contact Details	
Surname	
First name(s)	
Previous surname(s)	
Title (Mr/Mrs/Ms/Miss/Other)	
Home address	
Postcode	
Phone number	
Mobile number	
Email address	
Date of birth	

Permission to work in the United Kingdom (UK)

Are there any restrictions on your rights to work in the UK? (Tick as applicable)

Yes No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process? Yes No

If Yes please provide details:

You will be required to attend Trustee Board Meetings (held three times a year during the working day), occasional working groups meetings/actions (allow two hours per month) and the Annual General Meeting. Are you able to commit to this? Yes No

Statement in Support of Application

In this section you are asked to detail, by providing evidence and/or examples, how your knowledge, skills and abilities, or any other factors, relate to the requirements of the Person Specification included within the Trustee Recruitment Pack.

References	
<p>Please give us contact details of two referees.</p> <p>Please list referees who can comment on your skills and abilities to carry out the duties of the post for which you are applying. One of these must be your current or last employer. (NB. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children). You should be aware that referees will be asked about disciplinary/capability investigations or warnings, as well as any in which the penalty is time expired, if they relate to child protection issues. (They will not be asked to provide information on allegations proven to be false, unsubstantiated or malicious). If you are subsequently made a conditional offer of employment, further information may be sought from referees about health and absences.</p>	
<p>Work reference current/most recent (a)</p> <p>Name:</p> <p>Status/role:</p> <p>Address:</p> <p>Post code:</p> <p>Email:</p> <p>Phone:</p>	<p>Other reference (b)</p> <p>Name:</p> <p>Status/role:</p> <p>Address:</p> <p>Post code:</p> <p>Email:</p> <p>Phone:</p>

Our normal practice is to take up references prior to interview.

Can we contact referee (a)? Yes No

Can we contact referee (b)? Yes No

(NB. If you do not allow us to take up references prior to interview, you should be aware that you may not be shortlisted).

Privacy Notice

We are committed to protecting your personal information and being transparent about what we do with it, no matter how you interact with us.

That's whether you want to work, take up a placement or advocate for us, donate, use our services, want information, training or want to learn more about what we do.

Where we ask you to provide us with any information by which you can be identified, you can be assured that it will only be used in accordance with our Privacy Notice, and in line with the General Data Protection Regulation (GDPR) 2018.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

If you would like to find out more about our Privacy Notice and data retention policy and how we use your personal data, or have any questions or issues regarding data protection, please email us with the subject 'Privacy Notice and Data Protection Request'.

Where did you hear about us:

Declaration

I confirm that I am not barred, either totally or to a limited extent, from work involving regular contact with children, young persons or other vulnerable people, nor subject to any prohibitions, sanctions, conditions, restrictions or disqualifications in relation to my employment/work imposed by the Secretary of State or a regulatory body.

In accordance with the Data Protection Act 1998, I agree that information I have provided may be held and used for personnel reasons.

I understand that failure to disclose any relevant information, or the provision of false information, could result in the withdrawal of any offer of appointment, or my dismissal without notice at any time in the future, and possible criminal prosecution.

I hereby declare that information given on this form is complete and accurate.

Signed:

Name (print):

Date:

Equal Opportunities Monitoring

We recognise that discrimination is not only unacceptable, it is also unlawful. Our aim is to ensure that no job applicant, employee or volunteer is discriminated against, directly or indirectly, on any unlawful grounds. We will act in accordance with all statutory requirements and take into account any relevant codes of practice.

All job applicants will be considered solely on their ability to do the job. Interview questions will not be of a discriminatory nature.

Employees and volunteers who have a disability will receive the necessary help, within reason, to enable them to carry out their normal duties effectively.

As part of our commitment to equality of opportunity, we need to obtain information about the ethnic origins and sexual orientation of our employees, volunteers and job applicants.

This information enables us to examine, by ethnic origin and sex, the distribution of employees and volunteers across the charity, and the success rate of candidates for jobs, training, transfer and promotion, according to the type of job.

We hope that employees, volunteers and job applicants will co-operate by completing the information overleaf, which will help us to assess whether the distribution of employees and the success rate of applicants reflects equal opportunities or reveals possible race or sexual orientation discrimination.

Any information provided will be kept confidential and will only be used for the purposes detailed above.

Are you registered disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider yourself disabled?

What is your sexual orientation? Please tick one appropriate box.
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Other, please specify:

Equal Opportunities Monitoring

Please tick the appropriate box that best describes your ethnic origin. (For additional guidance, see notes below as indicated against each category).

Category	Sub-category	Tick ONE box only
White	White – British (See 1. below)	<input type="checkbox"/>
	White – Irish	<input type="checkbox"/>
	Any Other White Background (See 2. below)	<input type="checkbox"/>
Mixed/Dual Background	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian (See 3. below)	<input type="checkbox"/>
	Any Other Mixed background (See 4. below)	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani (See 5. below)	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any Other Asian Background (See 6. below)	<input type="checkbox"/>
Black or Black British	Black Caribbean	<input type="checkbox"/>
	Black African (See 7. below)	<input type="checkbox"/>
	Any Other Black Background (See 8. below)	<input type="checkbox"/>
Chinese	(See 9. below)	<input type="checkbox"/>
Any Other Ethnic Group	(See 10. below)	<input type="checkbox"/>

1. English, Scottish, Welsh and Other White British.
2. Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.
3. White and Pakistani, White and Indian, White and Any Other Asian Background.
4. Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.
5. Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.
6. African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.
7. Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.
8. Black European, Black North American, Other Black.
9. Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.
10. Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.