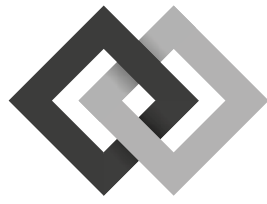


Enriching lives; transforming futures - starting with you.



FAIRFAX
MULTI-ACADEMY TRUST

**GOVERNOR
INFORMATION PACK**

PROSPECTIVE
ACADEMY ASSOCIATES





Welcome from the Chair of Fairfax Multi-Academy Board of Directors

Dear Prospective FMAT Associate

Fairfax Multi-Academy Trust are offering an opportunity for the right person to make a real difference to the outcomes and life chances of young people in Birmingham and Solihull. This is an opportunity to give something back to the local community and use and develop your own skills in a board-level environment. We need individuals willing to commit some of their time and apply their skills and experience to be an Associate at Fairfax Multi-Academy Trust. We would like your help.

FMAT has four secondary academies and one primary academy, delivering education to over 4000 students in total. We serve students from a wide range of backgrounds and our academies have higher-than-average proportions of students from disadvantaged homes and with special educational needs. We firmly believe that every student has the right to realise their full potential, and to do that they

need to experience a high-quality education in a supportive environment to help them achieve their career aspirations and live their lives to the full.

We are seeking to appoint a number of Associates with a range of skills including education, finance, human resources, risk management, health and safety, estates and marketing.

The role of Associate is challenging but hugely rewarding. Information regarding Associate responsibilities and personal specifications can be found in this information pack.

For any potential candidates that wish to have an informal discussion, please contact Rachel Sullivan, by email at r.sullivan@fmat.co.uk.

Andrew Best
Chair of the FMAT Board of Directors

Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

 **BOURNVILLE**
ALL-THROUGH SCHOOL

 **ERDINGTON**
ACADEMY

 **FAIRFAX**
SINCERITAS LABORIS

 **SMITH'S WOOD**
ACADEMY

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an academy that offers high-quality education.

This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.
- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



AMBITION

We aim to be the best that we can be, in all that we do.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



TRADITION

We believe in good manners, kindness and respect.

MAT Frequently Asked Questions

What is a Multi-Academy Trust (MAT)?

A MAT is a charitable company which has been set up to operate more than one academy or free school in the English education system.

Who is in charge of a MAT and what do they do?

- » **Members** – Oversee the Trust's constitution, and appoint Trustees/Directors to the Board of Directors and annually hold them to account. Members take no active part in the overseeing and development of a MAT.
- » **Directors (Trustees)** - They are responsible for direction of and overseeing the activities of a MAT and its academies although the day-to-day leadership and management lies with the CEO and other executives.
- » **Associates (Governors)** - Each academy within the MAT have their own Local Governing Body (referred to as academy Association), that provides a more detailed oversight at a local level.

The Board of Directors has responsibility for:

- » ensuring clarity of vision, ethos and strategic direction of the MAT;
- » holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
- » overseeing the financial performance of the organisation and making sure its money is well spent.

MATs operate independently of Local Authority (LA) control. They are funded by central government through the ESFA (Education and Skills Funding Agency) and are overseen by the RD (Regional Director).

Directors (Trustees) need to be aware of their obligations to the Department for Education and understand the funding agreement, enabling them to allocate the funding received from government. When taking decisions, members of the board of trustees are expected to act in the best interests of the MAT as a whole, rather than in the interests of one or particular academies.

Directors (Trustees) can delegate duties to local Associations at each of their academies. Delegated duties are set-out in a scheme of delegation. Regardless of the extent of delegation, the Board of Directors remains accountable for the performance of all its academies.

What are the advantages of MATs?

- » Autonomy to develop extended provision to suit its academies students and their communities;
- » Increased capacity for academy improvement thereby improving the quality of teaching and learning and sharing best practice;
- » Economies of scale for resourcing and procurement;
- » Operating infrastructure to manage premises, risk, health and safety and IT;
- » Economic and skill benefits of sharing services;
- » Opportunities for flexible staffing recruitment, retention and development.

Our Benefits

At Fairfax Multi-Academy Trust, we prioritise wellbeing to ensure our Associates feel valued.

- » Perkbox subscription, which includes access to varying mental health support, fitness programmes and flexi perks.
- » Travel and out of pocket expenses.
- » Induction programme and continuing role specific training.
- » Free flu jab.
- » Free annual eye test.





“

To me being an Associate at Fairfax is a privilege and great opportunity to not only help the pupils at an important point in their life, but also support and challenge the staff, alongside developing my own professional skills. Attending celebration events and observing the talent and ambition amongst the students is one of the most rewarding parts of my role.”

Dr Sophie Ward, Associate, Fairfax Academy

Induction and Training

It is vital that Associates are highly trained and aspire to learn more about their roles and the education sector in general.

As a Trust, FMAT are committed to supporting new Associates.

A bespoke induction programme is provided to familiarise you with the key roles and aspects of the organisation and provide guidance regarding conduct and expectations for your role.

From induction and throughout the duration of your term, dedicated training will be provided through a variety of Professional Learning platforms both internally and externally.

There will be some core modules applicable to all and others allocated according to specific lead roles.



You will also have access to the National Governance Association and the vast resource of research and training materials available via this platform:

[For Schools & Trusts | National Governance Association \(nga.org.uk\)](https://www.nga.org.uk)



Role Description

Commitment:

- » 5 Academy Association Meetings per annum
- » Plus training, academy visits (Ideally 3 half days a year), supporting academy activities and ad hoc panels
- » Circa 50 hours per annum including meeting preparation, ad hoc meetings and academy visits

Responsibilities:

- » Scrutinise the impact of expenditure of the budget allocated to the academy by Directors
- » Carry out the Trust's vision, policies and priorities.
- » Scrutinise the academic performance of the academy as defined by the Board of Directors
- » Support the Board of Directors and its committees in relation to the impact of additional funding (Pupil Premium, Catch-up and Sports Premium)

- » Advise and act as a critical friend to the Principal and advise the Board of Directors about local issues they need to consider.
- » Represent the interests of the academy community in the running of the academy and to represent the academy in its community.
- » Provide support to the Principal in undertaking appropriate procedures that are essential to the life of the academy.
- » Ensure the academy operates within the ethos, values and mission of the Trust.
- » Expectation that Associates will be available to support Behaviour Panels and PX hearings.

Person Specification

The Academy Association is a governance committee for an academy. The main role of the Academy Association is to ensure good governance in line with the priorities identified by the Board of Directors and to ensure that the academy is led in accordance with the purpose, ethos and values of the Trust.

Therefore, the Board of Directors considers the following as essential skills and attributes for membership of an Academy Association. Training will be provided where necessary. All Associates must comply with the Trust's Code of Conduct.

Personal Qualities

- » Commitment to the mission, vision and values of the Trust.
- » Commitment to the education and welfare of all our children, pupils and students.
- » Commitment to equal opportunities, inclusion and the promotion of diversity.
- » Independence of thought and sound judgement.
- » Ability to work as part of a team.
- » Commitment to seeking and taking account of the views of stakeholders.
- » Respect for the work and views of other Associates, Directors and staff of the Trust.
- » Willingness to devote time, enthusiasm and effort to Associate responsibilities.
- » Willingness to make and stand by collective decisions as an Association..

Aptitude and Skills

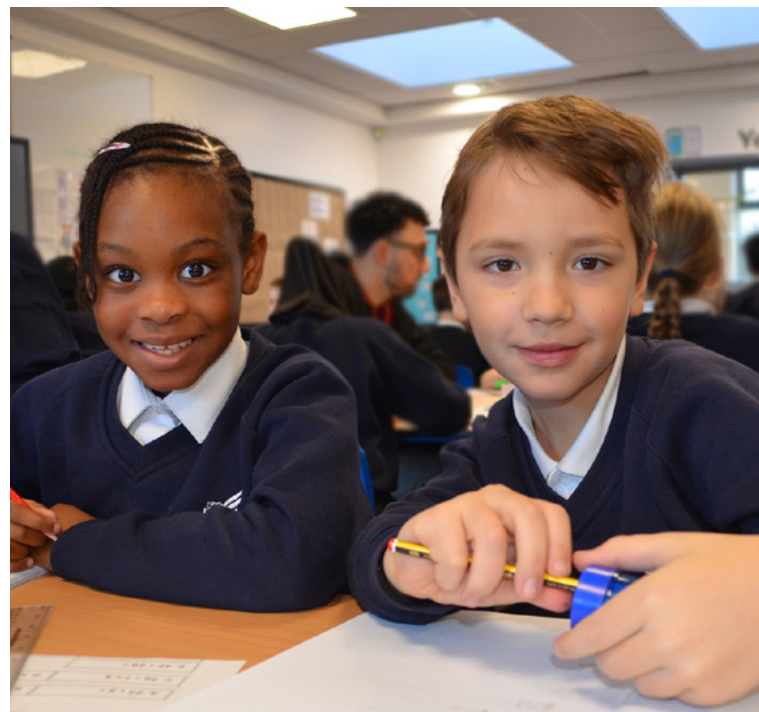
- » Ability to evaluate and interpret management information and other data/evidence.
- » Eagerness to reflect and learn.
- » Ability to remain impartial and to maintain confidentiality.
- » A positive and proactive approach to problem solving.

Knowledge/experience

- » The Directors of the Trust recognise the volunteer nature of Academy Associates. Experience in any of the following areas would

be helpful in delivering good governance

- » An understanding of academy education in England.
- » Health & safety.
- » Safeguarding.
- » Risk management.
- » Financial management.
- » Property and estate management expertise.
- » Marketing, media and PR.
- » Community and parental engagement
- » Complaints handling



Other requirements

- » Willingness to attend meetings of the Association and other meetings, including academy visits, as required – there will be a minimum of five meetings of the Academy Association per year. Associates may be asked to undertake additional meetings to ensure the Trust complies with its obligations.
- » Willingness to undertake training and participate in evaluation of the Association's work.
 - FMAT subscribes fully to the principles described by the work of the Committee on Standards in Public Life (The 'Nolan' principles, 1995). We commit to recognising the importance of these principles and

Person Specification | Continued

expect all employees, governors, Directors, members and any other officers of the trust to uphold them at all times.

- Selflessness: Holders of public office should act solely in terms of the public interest.
- Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty: Holders of public office should be truthful.
- Leadership: Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.





How to apply

To apply please visit:

[Associate Vacancies](#)

Prospective Associates will be invited to interview. All appointments are subject to satisfactory references, DBS clearance and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our Governance and Compliance Officer, Rachel Sullivan on email

r.sullivan@fmat.co.uk or call 0121 788 4100



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.