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Employment Trustee Job Description

Members of the Council of Management act as the trustees of Elmfield Rudolf Steiner School which is a charity and a registered company. The role of Trustee is a voluntary position.

The Council of Management is comprised of a proportional representation of teaching staff, parents and independent members. They meet at least six times a year and are accountable for upholding the Waldorf ethos, major strategic decisions, evaluating risks and maintaining the financial and educational viability of the school. The School Leadership team also attend Council meetings as non-voting members.

The purpose of the School is:

- To provide an education based on the anthroposophical understanding of the development of the growing child.
- To develop and keep up to date the curriculum through active research and in conjunction with international Waldorf School movement.
- To provide Upper School pupils with qualifications enabling them to access Further Education colleges or employment opportunities.
- To work towards making this education accessible to children from a wide range of backgrounds.

These purposes are to be achieved through creative pedagogical work, recognising fully the prevailing statutory and regulatory framework and prudent financial management of the School and its resources.

All activities of Trustees and Council of Management have to serve this purpose.

General Duties of a Trustee:

The general principles underlying good trusteeship and governance are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership (ie leading by example: Lord Nolan, The Seven Principles for Public Life).

Specifically, these comprise the following:

- To ensure the vision, ethos and strategic direction of Elmfield is clear and well communicated, and safeguards the identity of Steiner Waldorf education and the good name of the school.
- To ensure that the School has well developed procedural and governance documentation, compliant with the requirements of charity law, company law, Independent School Standards and any other relevant legislation or regulations.
- To serve on panels for the appointment and appraisal of senior staff, adjudication on the later stages of staff disciplinary and grievance procedures where appropriate and hear appeals regarding pupil discipline and/or exclusions.
- To agree strategic non-pedagogical direction to the School, agreeing overall policy, defining goals and evaluating performance.
- To attend and fully participate in meetings, and be adequately prepared for these events by scrutinising reports, asking challenging questions and raising concerns where appropriate.

- To ensure the stability of the school is maintained through effective and efficient administration and financial management, and maintain oversight of investment, income and expenditure to enable effective planning and decision making to be made.
- To protect and manage the property of the School and to ensure the proper investment of its funds.
- To monitor all risks to the School and ensure appropriate action is taken to protect the School.
- To ensure the Council of Management works effectively.
- To support and guide the management of the School as appropriate.
- To work with the College of Teachers to develop its overall strategy.
- To behave in a professional manner, maintain an interest in school activities and the social life of the wider community, and act in the best interests of the school and its pupils at all times.

Latest update 18th December 2017 LET

Specific Employment Trustee Duties

- Have oversight of the Bursar's HR management remit and activities.
- Conduct regular checks of the Single Central Register to ensure that it is kept and maintained in compliance with "Keeping Children Safe in Education" statutory guidelines.
- Meet termly with the Bursar.
- Ensure that any employment and HR issues raised are followed up on Council agenda.
- To be responsible for overseeing Section B, Part 3, Paragraph 14 and Part 4 Paragraphs 17-21 of the School SET Document.

Latest update 17th November 2017 LET