

KENDRICK SCHOOL BOARD OF TRUSTEES

Role of Parent Trustee (May 2024)



The Board of Trustees (formerly known as the Board of Governors) is responsible for managing the affairs of the Kendrick School, which is a charitable company limited by guarantee, and is responsible for approving the long-term strategy of the school, along with the Headteacher and Senior Leadership team.

The day-to-day running of the school is largely delegated to the Headteacher. As a Trustee, you will be a director of a company for the purposes of company law; and a charity trustee for the purposes of charity law. As a general principle, you will have a general 'fiduciary duty' to the Trust Board. This means that you have a duty to act honestly, in good faith and in the best interests of the school at all times.

You must use the powers granted to you for the purposes for which they were conferred (i.e. to run the school). As a Parent Trustee, your role is no different from other trustees, but you bring a parental perspective to the issues discussed. However, you are not there to speak 'on behalf' of the parent body.

The Kendrick School Trust Board is made up of three committees:

- Learning & Teaching
- Resources
- Performance & Review

The Full Board of Trustees meets three times a year, one of which is a whole day meeting, usually in term 4 or 5 (April annually). The Learning and Teaching committee and Resources committee both meet four times per year and the Performance & Review committee meets three times per academic year.

A Parent Trustee would need to be a member of at least one committee and attend all the Full Board of Trustee meetings. All meetings are held at 4.30 pm. Meeting dates are agreed and published prior to the next academic year and are either held in school or are held remotely. Meetings are not hybrid. The current meeting dates for the 2023/24 academic year can be found on our website and via this link [HERE](#), along with more information on the current Trustees.

Trustees are expected to undertake some designated lead and deputy responsibilities for specific areas of work such as Health & Safety; Special Educational Needs and Inclusion; Safeguarding; Mental Wellbeing. Each trustee is also responsible for engagement with one subject area of the school, such as Maths, English, Computer Science etc., through a minimum of two meetings per academic year with the staff member responsible at the school. For new trustees, any additional responsibilities will be after an induction period and following a period of time learning more about the school. Additional responsibilities will be agreed through discussion with the Chair.

For generic information on being a Parent Trustee please read the information on the NGA website [HERE](#). If you wish to speak to the Chair of Governors for more information on being a Parent Trustee at Kendrick School, please email clerk@kendrick.reading.sch.uk.