

# Trustee Information Pack

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Children in school,  
ready to learn.  
Whatever it takes.



# Welcome

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Thank you for your interest in School-Home Support and your consideration to apply to be a trustee.

This pack includes:

- A message from our Chief Executive
- Role description
- Expectations of a trustee
- Links to further information
- Instructions on how to apply



**"School-Home Support has contributed massively to our improvements around attendance. It also offers another layer of support for our extremely vulnerable families. Not only impacting on the academy, School-Home Support is also improving lives in the community."**

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*Andrew Hirst, Vice Principal, Tong Academy*

**"My School-Home Support Practitioner has helped me get through things I tend to struggle with. She has been very helpful with making me comfortable within new environments. When I am upset or triggered, she allows me to let out my frustration."**

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**Tim, aged 10**

## Dear Applicant,

School-Home Support is a national charity working with children and their families to help them overcome barriers to attending school and succeeding in their education. To make this happen, we deploy SHS practitioners to support the whole family with any issues they are facing. This could include issues with housing, concerns about money, or support with family relationships.

We are excited to be opening up applications for a new member of our Board of Trustees. We are looking for people who will bring their energy and commitment to the role.

We are actively seeking, and will prioritise applications, from candidates who represent the communities we serve, both in terms of racial and ethnic diversity, and in terms of lived experience of the complex issues faced by the communities we serve. These issues include, but are not limited to:

- overcrowded / poor housing;
- poverty;
- physical disabilities
- various forms of abuse;
- young carer responsibilities;
- family bereavement.

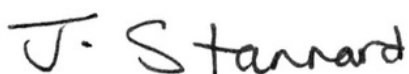
We are incredibly proud to be an organisation that puts equality, diversity and inclusion at the top of our agenda. We want our trustees and our team to reflect the diverse communities that we serve.

Our commitment to tackle racism within the charity sector is illustrated by my status as an ACEVO leader. We have also developed a comprehensive EDI strategy, with an EDI committee that meets on a monthly basis and a designated EDI Champion. As an organisation we are always learning about how we can best serve and represent minoritised communities and the children and families we support.

You do not need previous experience of being on a board to apply, and you do not need a certain level of educational qualification for this position. We will provide training opportunities for applicants who are new to trusteeship.

Feel free to email us if you have any questions after reading this information pack.

Kind regards,



Jaine Stannard  
CEO

# Role Description

<b>Role Title:</b>	Trustee
<b>Location:</b>	Head Office: Solar House 1-9 Romford Road, London E15 4LJ
<b>Salary:</b>	Voluntary Position
<b>Responsible to:</b>	Board of trustees and the Charity Commission
<b>Hours:</b>	The board meets four times a year for half a day (approx. half day per month / six days per annum)
<b>Minimum Commitment:</b>	Three years

## What is a trustee?

"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

School-Home Support currently has three sub-committees:

- Finance
- Impact
- Fundraising and Marketing

Trustees are encouraged to support these boards as needed and where relevant. There are also ad hoc external events and fundraisers, usually 2-3 evenings annually, and trustees are encouraged to make at least one school visit per year.





# As a trustee, you will be expected to...

## **Contribute actively**

to the board of trustees, making collective decisions to help shape strategic direction, define goals and set targets for the organisation.

Establish and **build relationships** with others to achieve the goals of SHS (and willing to reach out to their own contacts) where appropriate.

**Evaluate the performance** of the organisation against agreed targets.

**Safeguard and enhance the reputation** of SHS and ensuring it is living by its values.

**Communicate** the work and value of SHS to internal and external audiences, where appropriate / required..

Ensure the **financial stability** of SHS, including its effective and efficient administration.

**Share knowledge and life experiences** with other trustees.

Help SHS to **comply** with, and pursues its objects, in accordance with all relevant legislation or regulations.

# Next Steps

We encourage all interested applicants to find out more information about School-Home Support and the work we do via:

- [School-Home Support website](#)
- [5 Year Strategy](#)
- [Our Impact Report](#)
- [Our Equality, Diversity and Inclusion Initiatives](#)



If you would like to have an informal conversation about School-Home Support, the Board or the application process, our Chair, Fred Sharrock or Chief Executive, Jaine Stannard, would be delighted to speak with you. Please contact them on:

[fred.sharrock@shs.org.uk](mailto:fred.sharrock@shs.org.uk) or [jaine.stannard@shs.org.uk](mailto:jaine.stannard@shs.org.uk)

## How to apply

We want to know from applicants **why you are interested in being a SHS trustee** and **what you feel you could bring to the role**.

You can do this in the following ways:

- Complete this [short application form](#) and attach your CV.
- Record a short video of yourself and email it to [anna.garlands@shs.org.uk](mailto:anna.garlands@shs.org.uk), along with your CV.

The closing date for application is **Monday 19th September at 5pm**. Interviews will take place on **Friday 7th October**.

Additionally, please consider completing our [Equality Monitoring Form](#) when you submit your application. This form helps us to meet the aims and commitments set out in our equality policy. The data you provide will be kept confidential; will be used for monitoring purposes only; and can be withdrawn by yourself at any time.

Due to the nature of our work with children and vulnerable families, if you are successful, it is our policy to request two references and we may require an enhanced disclosure from the Disclosure and Barring Service.



"Our practitioner provided the support we needed, at the time we needed it. The change in our lives has been so positive."



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[www.schoolhomesupport.org.uk](http://www.schoolhomesupport.org.uk)  
0845 337 0850

Registered charity in England and Wales (No. 1084696)