

**SPAEDA**  
**TRUSTEE INFORMATION PACK**

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## INTRODUCTION TO SPAEDA

Thank you for your interest in becoming a Trustee of Somerset Partnership Arts Education Agency (SPAEDA).

The following information is designed to give you an overview of the role, our work and how to apply to become a Trustee of this inspirational organisation.

### Equal Opportunities

We are committed to ensuring an equality of opportunity for all, irrespective of age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religions and belief, sex or sexual orientation. As such we are particularly interested to hear from candidates who share our values and can add to the diversity and experience of our Board.

### About SPAEDA: Inspiring Curiosity, Creativity and Leadership

Somerset Partnerships Arts Education Agency (SPAEDA) <https://www.spaeda.org.uk> was incorporated as a company limited by guarantee in July 2000 and registered as a charity in November 2000. SPAEDA was founded in response to and inspired by the 1999 report *Our Futures* commissioned by the celebrated advocate for the arts Sir Ken Robinson. We believe his call for a creative education is as relevant and urgent today as it ever was.

SPAEDA, Somerset Partnership Art Education Agency, has a unique role in Somerset, helping children and young people connect to the world around them, encouraging them to take a positive role in their communities and to be curious and adventurous.

We believe that putting the arts and creativity at the heart of education supports the wellbeing of both staff and pupils, providing space for rich learning experiences. We therefore strive to maximise engagement with the arts for all children and young people and to reduce the barriers to participation whilst building confidence and skills in arts leaders/educators.

SPAEDA is based at Hestercombe House and Gardens <https://www.hestercombe.com> situated just outside the county town of Taunton.



'Very, very inspiring – ideas that can be of benefit to the whole school to enhance the curriculum' Kate Odams, Cotford St Luke Primary School, Art Coordinators Training at Hestercombe House

Progression for young people outside mainstream education Arts Award Achiever, Ella Murphy in Hestercombe Gardens



### Future Development

As a new trustee you will be joining us at an exciting and challenging point in our development.

Against a backdrop of budget constraints and policy changes our school communities increasingly report a lack of time, money and resources for arts, creativity and adventure.

Despite the challenges facing the arts we are ambitious and determined to continue our work to help communities across the county to access training and raise funds for high quality arts activities. By sharing what works...and what doesn't...we have developed a model of ongoing fundraising and delivery for the benefit of all children and young people in Somerset.

Part of that meeting that challenge is for us to be continually looking at the best ways for SPAEDA to operate and grow whilst retaining our unrivalled reputation in the region.

## The role of a SPAEDA Trustee

SPAEDA has a very small staff team who are supported by the Board of Trustees, who are responsible for its strategic direction, oversight of its finances and governance.

The Board can include up to 12 trustees, who each bring a wealth of professional experience. Each is appointed for a term of 3 years and can serve a maximum of 3 terms.

The Board meets quarterly, with meetings arranged to suit the commitments of the trustees. We also hold an annual Away Day in the autumn.

Principal duties of an External Trustee are:

- To work in partnership with the Trustees and staff team ensure that SPAEDA is using its resources effectively
- To be responsible, along with the other Trustees, for establishing our strategic aims and business priorities, and supporting the team to achieve those
- Ensure that SPAEDA complies with all legal and regulatory requirements including its governing documents, charity law and any other relevant legislation or regulations
- To be an ambassador for SPAEDA, safeguarding its good name and values
- To contribute actively to the work of the Board, using their skills and experience to enhance and guide the work of SPAEDA
- To maintain proper controls and ensure that SPAEDA applies its resources exclusively in pursuance of its objectives
- To support the operational management of the organisation and raise important issues that may have been overlooked
- To attend meetings, reading papers in advance and actively contribute to discussion
- To attend ad hoc events and projects as required
- To maintain the highest standards of integrity in line with Nolan's principles of public life

## Nolan's Principles of Public Life

Like all charities and public bodies, SPAEDA expects that all its trustees will uphold of the highest standards whilst in office, following the Nolan principles of standards in public life:

### **Selflessness**

To have a general duty to act with probity and prudence in the best interest of SPAEDA.

### **Integrity**

To conduct oneself in a manner which does not damage or undermine the reputation of SPAEDA

### **Objectivity**

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Trustees should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves, they should consider appropriate professional advice.

### **Accountability**

A duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the SPAEDA.

Accountability to the SPAEDA's stakeholders for their decisions, the effectiveness and the performance of the organisation.

### **Openness**

To ensure that confidential information and material, including material about individuals is handled appropriately; so that it remains confidential.

To be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

### **Honesty**

To have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular, to make known any interest in any matter under discussion which creates either a real danger of bias or might reasonably cause others to think it could influence the decision.

### **Leadership**

Promote and support the principles of leadership by, for example striving to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively, and by bringing fair and open minded view to all discussions and ensuring that all decisions are made in the SPAEDA's best interests.

## SPAEDA Code of Conduct for Trustees

In addition, we expect that all trustees will support the work of the Board by:

- **Acting within our Constitution and the law** – taking advice on legal matters where required and being familiar with the Constitution.
- **Act within the best interests of the organisation as a whole** – considering what is best for SPAEDA and avoiding bringing it into disrepute. Trustees should be ambassadors for SPAEDA, safeguarding its good name and representing SPAEDA as required.
- **Manage conflicts of interest effectively** – registering and resolving any potential conflicts of interest.
- **Respect confidentiality** – understanding that sometimes the Board is required to deal with information where the utmost confidentiality is required. Trustees must always ensure confidential information is not discussed or shared outside of Board meetings.
- **Ensure they have a sound, up to date knowledge of SPAEDA** – Be aware of the issues affecting the arts and education sectors.
- **Attend meetings and other appointments or give apologies** – trustees should engage in discussions and decision making. A trustee who does not attend three consecutive meetings without giving apologies or demonstrating mitigating circumstances may be removed from office.
- **Ensure they are fully prepared for meetings** – taking time to read papers, query areas they are unsure or concerned about and think about issues before meetings.
- **Actively engage in respectful discussion, debate and voting in meetings** – contributing positively, challenging sensitively, avoiding conflict and listening carefully
- **Act jointly and accept a majority decision** – make decisions collectively and standing by them and not acting individually in a manner that contradicts a decision or view of the Board
- **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoid giving offence

## Further Information

### Support & Training

On appointment Trustees are provided with an internal induction programme with the staff team and fellow trustees.

After your induction, it is possible that you may be invited to attend an occasional training session on relevant issues.

### Involvement

It is expected that you will take an active interest in SPAEDA, occasionally attending events and undertake the necessary reading and preparation for the meetings.

### Eligibility

In line with the requirements of the Charity Commission, all trustees will be required to sign a declaration to confirm they are eligible to act as a trustee of SPAEDA. As part of the recruitment process candidates should be aware that checks will be carried out to ensure they are not barred from holding such office.

### Payment of Expenses

All Trustee and roles are unpaid.

However, you are entitled to receive payment for out of pocket expenses. Expense claims must be supported by bills or receipts. These could include:

- Reasonable costs of overnight accommodation and/or subsistence while attending meetings (or other), should this be required.
- Cost of additional support required for a committee member with a disability.

## Available roles

We are seeking up to four trustees who can bring their skills and experience to the Board and demonstrate the following:

### Essential

- Be able to commit to the role
- Commitment to SPAEDA, its vision and values
- Understanding of the roles and responsibilities of a charity and its trustees
- Understanding of the issues facing arts education and development
- Commitment to maintaining highest standards of integrity
- Enjoyment of working in a project based environment

### Desirable

- Experience of working within the arts or education sectors
- Strategic and business planning
- Knowledge of the local community

In particular we are looking to recruit:

### **Chair of the Board**, responsible for:

- Leading the board
- Ensuring smooth running of board meetings
- Promoting good governance among fellow charity trustees
- Providing support to the Director
- Acting as a figurehead or spokesperson where required

### **Treasurer**, responsible for:

- monitoring the financial administration of the charity and advising fellow trustees as necessary
- overseeing the charity's financial risk-management
- acting as a counter signatory to SPAEDA's accounts and applications to funders;
- Liaising with our accountants , particularly in supporting the production of the annual accounts

### **Two further trustees** with experience one or more of the following areas:

- Fundraising
- Marketing
- Arts education

This experience may have been gained in the public, private or 'not for profit' sectors.



## How to Apply

If you are interested in becoming a Trustee, please send a copy of your CV along with a covering letter which addresses the following points:

- Why you are interested in the role(s)
- Any relevant professional experience and attributes you feel you could bring to the role

Please forward your application to [alice@spaeda.org.uk](mailto:alice@spaeda.org.uk)

If you would like to arrange an informal discussion with the current chair, please email [sdawes@hotmail.co.uk](mailto:sdawes@hotmail.co.uk)

**Closing date for applications will be midnight on 31<sup>st</sup> July 2023.**