



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

SPAEDA has a unique role across 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 want to empower children and young people, developing them as creative thinkers able to think critically; act positively; to innovate and to lead.

We're passionate about the difference creativity makes to the lives of children and young people. Through giving more children and young people a rich programme of arts and cultural experiences, we can raise aspirations and widen opportunities for 5 -18-year-olds.

We believe in creative autonomy for Children and Young People, inspiring joy, pride and belonging; giving young people vision and a voice to share it.

Vision

We want to live in a society that values arts and creativity at the heart of a broad and balanced education

Mission

- To raise aspirations and create opportunities for children, young people and families through engagement in high quality cultural and creative activities.
- To support the arts and education sectors, providing a web of training, research and development.
- To advocate for best practice in arts education, placing it at the heart of children and young people's development, ensuring that every child has access to the benefits that a creative education and a connection with culture brings.

What we do

SPAEDA supports children and young people's development through three main areas of work:

1. Model Project Delivery and Research – we deliver projects that support children and young people's well-being. Sharing what we are learning and demonstrating best practice
2. Continued Professional Development (CPD) and Leadership Training – we deliver a responsive and developmental CPD programme to increase the confidence and skills of subject and non-subject teachers at KS1-5.
3. Advocacy – In everything we do we promote the right of all children to 'join in a wide range of cultural, artistic and other recreational

You can find out more about SPAEDA by visiting our website at <https://www.spaeda.org.uk/>

Future Development

2021 marks SPAEDA's 21st birthday. We are really proud of our achievements, and the impact that we continue to make to the creative opportunities for young people across Somerset and beyond, particularly over the past year.

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. Of course we have all had to respond to the Coronavirus pandemic, and SPAEDA is excited to be at the forefront of developing resources to support educational and community creativity that will support our children, our schools and community partners to recover and grow.

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 are developing a model of ongoing fundraising and delivery for the benefit of all children and young people in Somerset.

Part of 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. The Board is 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 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 a Trustee are:

- To work in partnership with the Trustees and staff team to 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
- To 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

Our Values

Values - Our work will be guided and informed by our beliefs and commitments to:

Honesty

We will communicate clearly, taking responsibility for both successes and challenges. We are transparent and accountable to our communities, donors and funders.

Openness

Greater strength is found in joining resources and ideas with others, working in ways which are resolutely and generously partnership spirited.

Quality

We will strive for continuous improvement and celebrate excellence.

Curiosity

We pose questions, offer challenge and bring new people, perspectives and ideas together to bring about positive change.

Inclusiveness

We respect people, value diversity and are committed to equality.

SPAEDA aims to have:

Informed and innovative programmes of delivery, working within effective and resilient partnerships with widespread connectivity and reach.

SPAEDA aspires to be:

Valued for the impact we make to the lives of children and young people.

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 the organisation 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.

How to Apply

We are particularly interested in trustees with the following experience and skills:

- Financial Management
- Legal and Charity Governance
- Arts and Community Education
- Further and Higher Education

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

In addition, we would wish any application to demonstrate the following personal attributes:

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 fast paced, project based environment

Desirable

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

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

We accept applications on an ongoing basis with applicants being invited to attend online informal meetings with Board members before their application is considered by the full board.