



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 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

At SPAEDA we believe that putting the arts and creativity at the heart of education supports the well-being of staff and pupils and provides space for rich learning experiences.

We're passionate about the difference the arts make to the lives of the children and young people we work with.

The arts inspire and engage, raise confidence and aspiration.

We believe that all children are entitled to a creative education and access to arts and culture.

As a leading arts education charity, we act to maximise children and young people's engagement with arts and culture, reducing barriers to participation and building confidence and skills in arts leaders.

2020 will mark SPAEDA's 20th anniversary of working in partnership to deliver our charitable aim to advance education for all people, in particular

- (1) by enhancing and enriching education through the arts; and
- (2) by creating opportunities for experience and participation in arts of high quality in partnership with schools, colleges, universities and other centres of learning.

What we do

We provide educational training and resources to inspire confidence, build self-esteem, raise aspiration and develop resilience in children and young people. Whilst our core work is focussed on schools, we also work with specialist community groups, cultural, heritage and environmental organisations to

- a) create more opportunities for children and young people to get involved in high quality arts activities

b) To provide a web of information and support for the arts and education sectors, particularly through training and development for teaching and support staff

c) To advocate for best practice in arts education, placing the arts and creativity central to children and young people's development.

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

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.

SPAEDA has been at the heart of creative education in the South west for 20 years. 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

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 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 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 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:

- Fundraising
- Marketing
- Arts education
- Financial management

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. Informal interviews are held during board meetings. To be considered in time for our next meeting please apply by midnight on Sunday 26th April 2020. If you meet the essential criteria above, you will be invited to an informal interview by Zoom on the afternoon of 4th May 2020.