



# Ochil Tower School

*living, learning and growing together*

## **Trustee Role description**

***- the roles, responsibilities and tasks which Trustees undertake***

### **Overall Purpose**

**The Board of Trustees is responsible for the overall governance and strategic direction of Ochil Tower, developing the organisation's aims, objectives and goals in accordance with the Articles of Association as well as complying with all of its legal and statutory responsibilities.**

Trustees have a range of responsibilities as follows:

### **Main Responsibilities**

1. To determine the overall direction and development of Ochil Tower, ensuring that the organisation develops effectively and meets its objects and purposes in accordance with its Articles of Association and prevailing conditions.
2. To ensure that Ochil Tower pursues its mission and objectives.
3. To act in the best interests of the charity and its beneficiaries at all times, in Ochil Tower these being the children and young people. Trustees must ensure that Safeguarding compliance and commitment to best practice to support the wellbeing and development of the children and young people is adhered to.
4. To ensure that the organisation complies with legal obligations under charity law, and company law, seeking professional advice as required.
5. To ensure the financial viability of the organisation, through ensuring fee income and funding is acquired and managed to best effect.
6. To ensure that the organisation accounts for its activities to its funders, to the Office of the Scottish Charity Regulator (OSCR) and others as required.
7. To assess the risks to which the organisation is exposed and to take steps to mitigate that risk, including regular review to meet legal requirements and ensuring that adequate insurances are taken out.
8. To ensure generally that all legal obligations are met, and that any legally binding undertakings are entered into carefully and correctly.
9. To engage, support, manage and, where appropriate, dismiss staff, within the framework of employment legislation (including Health & Safety and Equal Opportunities) and to ensure necessary recruitment, support and management of volunteers.
10. To ensure that property and other resources owned or leased by the organisation are properly maintained and managed, and in accordance with any relevant legal requirements, such as Health & Safety.
11. To continually strive for best practice in all aspects of governance, effective administration, use of resources and the wider work of Ochil Tower.
12. To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
13. To ensure that donated or granted funds are spent for the purposes for which they were given.

14. To approve the Annual Trustees' Report and Financial Statements and the budget annually.
15. To ensure that appropriate policies and procedures are in place to effectively control and manage the finances of Ochil Tower.
16. To monitor and evaluate the work of the organisation on a regular basis. To proactively seek feedback from service users and families and to consider reports from regulatory bodies (Care Inspectorate, Education Scotland etc), auditors, professional advisors, the Senior Leadership Team (SLT) etc.
17. To ensure that the organisation manages its affairs reasonably and properly.
18. Maintain confidentiality of all confidential and sensitive information received in the course of Ochil Tower business, including the proceedings of Board meetings.

### **Other Responsibilities:**

1. To work with the other members of the Board to form an effective governing body for the organisation.
2. To read papers in advance and actively participate in meetings.
3. To participate in sub-committee meetings as appropriate.
4. To participate in other tasks as arise from time to time, such as: interviewing for members of the senior leadership team, supporting fundraising appeals, acting in employment matters relating to the senior leadership team.
5. To keep informed about the activities of the organisation and wider issues, which affect its work.
6. To ensure that the organisation is effectively managed and gets its work done to the highest possible standard, at all times.
7. To undertake regular self-assessment on the effectiveness of the Board and its Trustees.

### **a.**

The Board of Trustees normally meets four times per year, meetings being three to four hours in duration. Agenda and papers are issued one week in advance.

From time to time the Board sets up committees or working groups to consider particular matters in closer detail. Currently the Pay Policy and Staffing Group is considering matters of employment and remuneration. The Chair may call extraordinary Board meetings as required.

The Board agreed that three trustees be designated to have oversight of Safeguarding, Whistleblowing and Health and Safety. These roles are all currently in place.

All trustees at Ochil Tower are background checked due to the nature of our work.