



Bedgebury Foundation Trustee Company: registration number 1089801

Recruitment- 2019 of 2 Trustees

The board has identified a need to recruit two trustees to enable smooth succession on the board and sub committees of the charity. It is hoped new Trustees will join the board by September 2019

**Expertise is required of educating those least able to access the mainstream curriculum
OR finance and legal.**

New Trustees will need to be highly engaged in the activities of Bedgebury Foundation and recognise the time commitment required for this volunteer role.

Please read the following information and if you are interested in applying please submit your CV along with a short statement setting out why you are interested in becoming a Trustee of Bedgebury Foundation by 26 June 2019 to admin@bedgeburyfoundation.org.uk

Background

Bedgebury Foundation was established in 2007 after the closure of Bedgebury School. The remaining assets of the school form a permanent endowment and the income from this is used to award grants to improve young people's access to education. Since 2007 the Trustees celebrated awarding over one million pounds in grants to young people and those supporting young people. The Trustee Board have developed the following grant programmes:

- Programme for individuals offering awards for Additional Educational Needs, Vocational Education and Training, and Volunteer and Gap Year Education.
- Inspiring Young Minds offering project related awards to encourage excellence in Science Technology Engineering and Mathematics (STEM), Literacy and Music.
- Additional training for adults helping young people access education.

From time to time one off grants are awarded to organisations to support those on the furthest reaches of education

Roles and Responsibilities of all Trustees

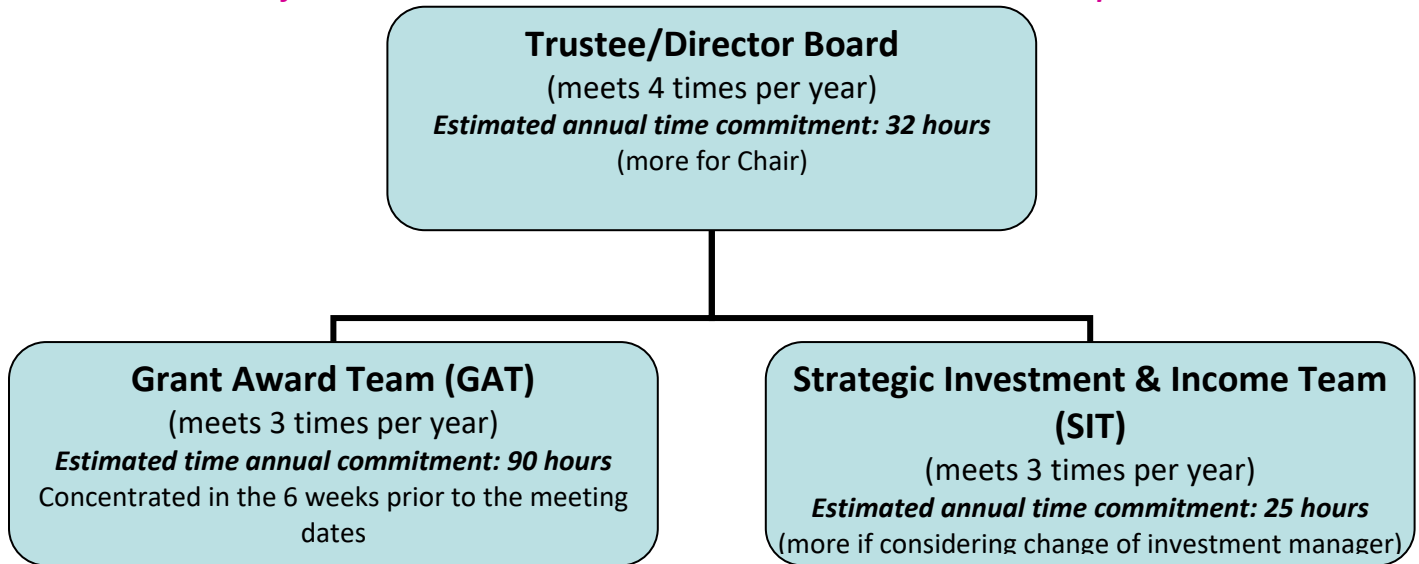
- To determine overall strategic direction
- To evaluate risk and ensure strategies are in place to minimise it
- To ensure high standards of corporate governance
- To be accountable to the Charity Commission
- To support and promote the development of the Foundation
- To safeguard the reputation of the Foundation
- To protect the permanent endowment of the Foundation
- To develop grant award programmes and approve any grant awards
- To act as Director of the company limited by guarantee (04259130)

To strengthen the Board of Trustees and to prepare for the departure of some Trustees over the next 2-3 years expertise is required within education particularly experience of children with additional needs such as Specific Learning Difficulties or Emotional or Mental Health difficulties. We will also need those with a finance and/or legal background.

A trustee will be able to undertake these responsibilities only by attending the AGM and most Board meetings and by reading and commenting on documents circulated in preparation for these meetings. It is estimated the input required for this is 32 hours each year

The day to day management of the Foundation is delegated to the Director: Jane Angell-Payne. However, as Bedgebury Foundation has only one employee Trustees do become more involved in some operational activities as delegated by the Board as a whole. Currently two board sub committees have been constituted with operational responsibilities and the aim is that every Trustee will be a member of one of these within 12 months of appointment.

We draw attention of Trustees to the additional time commitment this membership will demand.



The Director is a full member of each subcommittee and is Company Secretary to the board. She also attends board meetings as the Executive Officer of the Foundation. The **GAT** members conduct a thorough evaluation of shortlisted applications, scores and comments on them and meets prior to the board to develop proposals for grants awards. **SIT** members develop the Strategic Investment Policy, meet at least once a year with investment managers, monitor performance of investment managers and increasingly consider other opportunities for income.

Additional Note

Bedegbury Foundation Articles include the following points regarding Trustees:

3.2 *Trustee has one vote on The Trustees Board which when complete consist of at least 3 and not more than 10 individuals, all of whom must be members at the date of appointment.*

3.5 *One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots.*

3.6 *A retiring Trustee who remains qualified may be reappointed for a maximum of four further consecutive terms of office.*

3.7 *A Trustee's term of office automatically terminates if he or she:*

(1)is disqualified under the Charities Act from acting as a charity trustee;

(2)is incapable, whether mentally or physically, of managing his or her own affairs;

(3)is absent without notice from 3 consecutive meetings of the Trustees and is asked by a majority of the other Trustees to resign;

(4)ceases to be a member but such a person may be reinstated by resolution passed by all the other Trustees on resuming membership of the Charity before the next AGM;

(5)resigns by written notice to the Trustees (but only if at least two Trustees will remain in office);

(6)is removed by resolution of the members present and voting at a general meeting after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views

Further information

We draw your attention to our website

<http://www.thebedegburyfoundation.org/>

and the charities commission entry

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1089801&SubsidiaryNumber=0>