



CHAIR OF TRUSTEES RECRUITMENT PACK

Chair, Board of Trustees

About Haybrook College

Haybrook College Trust is an Alternative Provision Academy based in Slough, Berkshire, dedicated to inspiring and supporting young people to make positive choices about their future. The College provides high-quality, personalised education for students who face barriers to learning and are unable to thrive in mainstream settings.

The Trust encompasses a range of specialist provisions, including Millside School (a special school), KS3 and KS4 Alternative Provision, Reintegration Programmes and several innovative Key Stage 4 programmes such as Kitchen Craft (hospitality and catering), Pitstop (construction and motor vehicle), and other vocational and academic pathways. These are designed to help students achieve both academically and socially, with a strong emphasis on practical, hands-on learning.

Haybrook College is committed to ensuring that all students leave with recognised qualifications in English and maths, and are well-prepared for further education, employment, or training. The curriculum is tailored to meet individual needs and is underpinned by Careers Education, Information, Advice and Guidance (CEIAG), promoting independence, leadership, and lifelong learning.

The College's vision is rooted in the belief that every young person deserves access to a broad and balanced curriculum, and the opportunity to succeed regardless of their background or challenges.

What We're Looking For

We're seeking someone with:

- A strong commitment to our mission and values
- Proven leadership and governance experience
- Excellent communication, diplomacy, and strategic thinking skills
- The ability to build effective relationships and lead a diverse team
- A clear understanding of the legal responsibilities of trusteeship

Your Role Will Include

- Leading the Board in setting and monitoring strategic priorities
- Supporting and appraising the Headteacher and executive leaders
- Ensuring effective governance structures and processes
- Championing a culture of accountability, inclusion, and continuous improvement
- Representing the Trust externally and advocating for our schools

This is a voluntary role with a significant impact. You'll be joining a dedicated team committed to improving the life chances of young people.



Key Responsibilities

Leadership and Governance

- Ensure the board and headteacher share a common vision and purpose
- Lead the board in setting and monitoring the Trust's strategic direction
- Foster a culture of support, challenge, and teamwork within the board
- Represent the board externally and advocate for the Trust
- Attend Trust and school events to support visibility and engagement

Board Development

- Ensure the board has the right skills, diversity, and commitment
- Oversee induction, training, and development of trustees
- Promote annual self-evaluation and performance reviews (including 360 feedback for the Chair)
- Support succession planning for key governance roles

Relationship with the Headteacher

- Build a professional, open relationship with the headteacher
- Meet regularly to discuss strategic matters
- Ensure transparent recruitment and induction processes for executive leaders
- Participate in the headteacher's appraisal and support their CPD
- Monitor executive workload and wellbeing
- Act as a link between the board and school staff

Strategic Oversight and Improvement

- Ensure the board is involved in self-evaluation and strategic planning
- Focus board business on key priorities and pupil outcomes
- Ensure mechanisms are in place to hear from parents, pupils, and staff

Board Operations

- Ensure effective governance support and procedures
- Collaborate with the governance professional and executive leaders to plan meetings
- Chair meetings effectively, ensuring open discussion and timely decisions
- Monitor implementation of board decisions
- Oversee complaints and employment matters in line with Trust policies

Safeguarding and Compliance

- Uphold safeguarding responsibilities in line with statutory guidance
- Maintain confidentiality and data protection standards
- Ensure professional boundaries and ethical conduct are observed

Time Commitment:

There are 3 x Board meetings each year and an additional commitment of up to one day per month to support the Executive Headteacher, sub-committees and other meetings, policy review and other activities

Why Join Us?

At Haybrook College Trust, we believe in the power of education to transform lives. As Chair, you'll help steer a Trust that values integrity, collaboration, and excellence. You'll also gain valuable experience, develop your leadership skills, and make a lasting difference.

Application Process

To apply for the position of Chair of Trustees, please submit the following:
A completed application form which includes a personal statement outlining your suitability for the role.

Recruitment Privacy Notice

1. Introduction

This Privacy Notice explains how Haybrook College collects, uses, stores, and shares personal data during the recruitment process for the position of Chair of Trustees. We are committed to protecting your privacy and ensuring that your personal data is handled securely and in accordance with data protection legislation.

2. Data Controller

Julian Curzon is the Data Controller for the personal data you provide during this process. Our contact details are:

Address: Haybrook College, 112 Burnham Lane, Slough, Berks SL1 6LZ

Email: dpo@haybrookcollege.co.uk

Phone: 01628 696075

3. What Information We Collect

We may collect the following categories of personal data:

- Full name, date of birth, and contact details
- Employment history and qualifications
- References and declarations of interest
- Identity and right to work documentation
- Criminal records (if applicable, via DBS checks)

4. Why We Collect Your Data

We collect your data to:

- Assess your suitability for the role
- Comply with statutory governance requirements
- Maintain accurate records of governance appointments
- Fulfil safeguarding obligations
- Communicate with you during the recruitment process

5. Legal Basis for Processing

We process your data under the following legal bases:

- Article 6(1)(b) – necessary for the performance of a contract
- Article 6(1)(c) – necessary for compliance with a legal obligation
- Article 6(1)(e) – necessary for the performance of a task carried out in the public interest
- Article 9(2)(g) – for processing special category data under substantial public interest (e.g. equality monitoring)

6. How We Collect Your Data

We collect data directly from you via application forms, CVs, and interviews. We may also receive data from referees, the local authority, or other relevant bodies.

7. Who We Share Your Data With

Your data may be shared with:

- The school's governing board
- Local Authority (if applicable)
- Department for Education (DfE)
- Disclosure and Barring Service (DBS)
- Other third parties where legally required

8. Data Retention

We retain your data in accordance with our retention schedule. Unsuccessful applicant data is typically retained for 6 months unless a longer period is required for legal reasons.

9. Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion
- Object to or restrict processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

10. Contact

For any queries or to exercise your rights, please contact our Data Protection Officer at [DPO Email].

