

'Igniting young minds today, for a brighter tomorrow'



Co- opted Trustee Recruitment Pack

Closing date: Monday 9th November
2026

Informal conversations welcome —
contact Chair of Trustees, Mrs Suvir Rai

1. Welcome from the Chair of Trustees

Dear Applicant,

Thank you for your interest in becoming a co-opted trustee of Edison Trust Limited, the single academy trust responsible for Edison Primary School.

Our trustees play a vital part in the life of the school. As a single academy trust we have no local governing body, so our Board of Trustees is responsible for everything from the long-term strategy of the trust to the quality of education our pupils receive each day. It is a role with real influence, and one that makes a genuine difference to children and families in our community.

We are looking for people who share our commitment to giving every child an excellent start in life, and who can bring fresh perspectives, sound judgement and professional skills to the board. You do not need to have worked in education — many of our most valuable contributions come from people with experience in business, finance, law, HR, property, healthcare, safeguarding and the voluntary sector.

Being a trustee is voluntary, but it is also rewarding. You will develop your own skills in strategic leadership and governance, work alongside a committed team, and see first-hand the impact of your decisions on young people's lives.

I hope this pack gives you a clear picture of the role. If you would like to talk it through, or visit the school before applying, we would be delighted to hear from you.

With best wishes,

Mrs Suvir Rai

Chair of Trustees, Edison Trust Limited

2. About Edison Primary School and Edison Trust Limited

Edison Primary School is a two-form entry primary school in the London Borough of Hounslow, serving around 340 pupils from Reception to Year 6. Science is our specialism, and it runs through our curriculum and our school culture.

The school is run by Edison Trust Limited, a charitable company limited by guarantee and a single academy trust. The trust is funded by the Department for Education (DfE) through a funding agreement with the Secretary of State, and is regulated by the Education and Skills Funding Agency within the DfE as its principal regulator.

Our vision

Our Why: At Edison, our child-centred approach shapes children to become happy, curious and confident individuals, nurtured in our kind, collaborative and inclusive school.

Our How: We ignite young minds through an engaging curriculum, cultivating their love of science by empowering them with extensive knowledge and skills.

Our What: We develop our children to be well rounded, self-aware, and respectful with high aspirations, and who strive to change the world for a brighter tomorrow.

Our school at a glance

Fact	Detail
Age range	4–11 (Reception to Year 6)
Number on roll	350 pupils
Most recent Ofsted outcome	December 2024. We remain a good school
Specialism	Science
Headteacher	Mrs Geraldine Valentin
Website	www.edisonprimary.org

Our strategic priorities

Over the next three years the school's strategic priorities are:

- Priority 1- ensure the delivery of high quality teaching and learning
- Priority 2- secure long-term financial sustainability
- Priority 3 - developing the school estate and learning environment including the use of IT resources

3. How our trust is governed

Academy trusts have a layered governance structure. As a single academy trust, ours is straightforward:

Layer	Role
Members	The guardians of the trust's governance. Members appoint most trustees, can amend the articles of association and receive the annual accounts. They are not involved in the day-to-day running of the trust.
Board of Trustees	The accountable body for the trust and the school. Trustees are both charity trustees and company directors. Because we have no local governing body, the board oversees trust-level matters (finance, estates, risk, compliance) and school-level matters (standards, curriculum, safeguarding, pupil outcomes). Some work may be carried out by committees under our Scheme of Delegation.
Headteacher	Leads and manages the school day to day and is accountable to the board. The headteacher is also the trust's accounting officer
Academy Trust Business Lead	Acts as the trust's Chief Financial Officer, overseeing financial management and reporting.

The core functions of the board

In line with the DfE's Academy trust governance guide, our board focuses on three core functions:

1. **Setting direction:** ensuring clarity of vision, ethos and strategic direction.
2. **Holding to account:** holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
3. **Overseeing finance:** making sure the trust's money is well spent, that it achieves value for money, and that it complies with the Academy Trust Handbook.

Trustees also have a strategic responsibility for safeguarding, including ensuring the trust complies with Keeping Children Safe in Education, and for promoting equality, diversity and inclusion.

Board structure

The board currently has five trustees, including one parent trustees, the headteacher) and co-opted trustees. The board meets six times a year and is supported by the following committees:

Committee	Main areas of focus	Meetings per year
[Finance, Audit and Risk]	[Budget monitoring, internal scrutiny, risk register, estates, HR]	[3–6]

Committee	Main areas of focus	Meetings per year
[Curriculum and Standards]	[Pupil outcomes, curriculum, SEND, attendance, safeguarding monitoring]	[3]
[Pay / Headteacher Performance Review]	[Pay decisions, headteacher appraisal]	[1–2]

All board and committee meetings are clerked by an independent Clerk to the Board.

4. Role description: Co-opted Trustee

Role	Co-opted Trustee
Responsible to	The Board of Trustees, through the Chair
Appointed by	The Board of Trustees, in accordance with the trust's articles of association
Term of office	Four years, renewable
Remuneration	Voluntary and unpaid

What is a co-opted trustee?

Co-opted trustees are appointed by the board itself, rather than by the members or elected by parents, because they bring particular skills and experience the board needs. Once appointed, a co-opted trustee has exactly the same responsibilities, rights and voting powers as every other trustee. They do not represent any group; *like all trustees, they act in the best interests of the trust and its pupils.*

Key responsibilities

As a co-opted trustee you will:

- contribute to setting and reviewing the vision, values and strategic priorities of the trust
- hold the headteacher and senior leaders to account for pupil outcomes, the quality of education, behaviour, attendance and the wellbeing of pupils and staff, through constructive challenge and support
- help ensure the trust's finances and resources are used effectively, lawfully and with value for money, in line with the Academy Trust Handbook and the funding agreement
- fulfil the board's strategic safeguarding duties, including completing safeguarding training as required by Keeping Children Safe in Education
- help ensure the trust meets its duties as a charity, a company and an employer, including health and safety, data protection, equality and SEND duties
- prepare for, attend and contribute to board meetings and at least one committee, reading papers in advance
- take on a link role where agreed (for example safeguarding, SEND, finance or a curriculum area) and carry out monitoring visits in line with the board's protocol

- sit on panels when required, such as staff disciplinary or grievance panels, complaints panels, suspension and exclusion reviews, and recruitment
- take part in induction, ongoing training and the board's annual self-evaluation
- keep board business confidential and support decisions made collectively by the board
- declare any business or pecuniary interests, and any conflicts of interest as they arise

Time commitment

A typical year for a trustee involves:

- 3 full board meetings, usually on weekday evenings, lasting around two hours
- 3 committee meetings
- reading papers before each meeting (around one to two hours)
- 2-3 school monitoring visits linked to your role
- induction and training — online and in person
- occasional panel work, which may take place during the school day

Expected conduct

All trustees are expected to follow the trust's Code of Conduct and uphold the Seven Principles of Public Life (the Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

5. Person specification

We are looking for people who can demonstrate the following. You will not need to meet every desirable criterion — we are building a balanced board, and your particular strengths matter.

Attribute	Essential	Desirable
A commitment to the vision and values of Edison Primary School and to the best outcomes for all pupils	✓	
Willingness to give time and energy to the role, including attending meetings and training	✓	
The ability to ask challenging, constructive questions and to weigh up evidence	✓	
The ability to work effectively as part of a team and to respect collective decisions	✓	
Good communication and interpersonal skills	✓	
Integrity, and the ability to maintain confidentiality	✓	
A commitment to safeguarding and promoting the welfare of children	✓	
A commitment to equality, diversity and inclusion	✓	
Willingness to learn about the education sector and governance responsibilities	✓	
Professional experience in one or more of the priority skill areas below		✓
Experience of serving on a board, committee or governing body		✓
Knowledge of the local community in Hounslow		✓

Skills we are particularly looking for

Following our most recent skills audit, the board would especially welcome applicants with experience in:

Skill area	Examples of relevant experience
Audit and risk	Internal audit, risk management, compliance
Human resources	Employment law, workforce planning, casework
Legal	Solicitor or barrister, charity or company law, contracts
Estates and property	Surveying, facilities management, construction, health and safety

Skill area	Examples of relevant experience
Safeguarding and child welfare	Social work, health, police, children's services
Education and SEND	Teaching, school leadership, special educational needs
Science, technology and industry	Scientific, engineering or STEM careers — supporting our specialism
Data and technology	IT strategy, cyber security, data protection
Marketing and community engagement	Communications, fundraising, partnerships

6. Eligibility and pre-appointment checks

Who can apply

Trustees must be aged 18 or over. Almost anyone can become a trustee, but some people are disqualified by law or by our articles of association. You cannot be a trustee if, for example, you:

- are disqualified from being a company director
- are disqualified from acting as a charity trustee (including under the Charity Commission's automatic disqualification rules)
- are subject to a direction under section 128 of the Education and Skills Act 2008, which prohibits people from taking part in the management of an independent school, including an academy
- are an undischarged bankrupt, or subject to a bankruptcy restrictions order or debt relief restrictions order
- have been removed from office as a charity trustee by the Charity Commission or a court for misconduct or mismanagement
- have certain unspent criminal convictions, or have been barred from regulated activity with children
- have failed, or refused, to provide the information needed for an enhanced DBS check

The full list of grounds for disqualification is set out in the trust's articles of association, which are available on our website or from the Clerk. If you are unsure whether any of these apply to you, please speak to the Clerk in confidence.

Staff: Employees of the trust may not usually be appointed as co-opted trustees where this would mean staff make up more than one third of the board, including the headteacher. Please check with the Clerk before applying.

Checks and requirements on appointment

If you are appointed, the trust is required to:

- carry out an enhanced Disclosure and Barring Service (DBS) check (without a barred list check unless you will also be in regulated activity)
- carry out a section 128 prohibition check
- verify your identity and, where relevant, overseas checks if you have lived or worked outside the UK
- register your appointment with Companies House, which will publish your name, month and year of birth, nationality and a service address
- record your appointment on the DfE's Get Information About Schools (GIAS) service
- publish your name, term of office, committee roles, attendance record and relevant business and pecuniary interests on the school website, as required by the Academy Trust Handbook

You will also be asked to sign the trust's Code of Conduct, a declaration of eligibility and a register of business and pecuniary interests, and to complete safeguarding training.

7. Induction, training and support

We want every trustee to feel confident and well supported. New trustees receive:

- a welcome meeting with the Chair of Trustees and the headteacher
- a tour of the school and an opportunity to meet pupils and staff
- an induction pack including key policies, the Scheme of Delegation, the articles of association and the most recent data and financial reports
- an experienced trustee as a mentor for your first year
- access to governance training through NGA Learning Link and/ or local authority governor services
- safeguarding training, and further training matched to your link role and committee
- support from our Clerk to the Board on procedures and paperwork

What you gain

- the chance to make a lasting difference to children and your local community
- experience of strategic leadership and board-level decision-making
- development of transferable skills such as scrutiny, financial oversight and risk management
- a respected voluntary role that many employers recognise and support — some offer paid time off for public duties

Employees are entitled under the Employment Rights Act 1996 to reasonable time off (which may be unpaid) for certain public duties, including serving as a trustee of an academy trust. We are happy to provide a letter for your employer.

8. How to apply

1. Read this pack and, if you wish, arrange an informal conversation or a visit to the school.
2. Complete the application form and declaration of eligibility (Sections 9 and 10), and return them to Helen Rimmer (Governance Professional) via helen.rimmer@judicium.com by Monday 9th November 2026.
3. Shortlisted applicants will be invited to an informal interview with the Chair of Trustees, the headteacher and another trustee. This is a two-way conversation to help us both decide whether the role is a good fit.
4. The panel will make a recommendation to the full Board of Trustees, which will vote on the appointment at its next meeting.
5. If appointed, your appointment will be confirmed in writing, subject to satisfactory references and pre-appointment checks (Section 6).
6. You will then begin your induction.

Key dates

Stage	Date
Closing date for applications	Monday 9th November 2026
Informal interviews *these may take place online	Monday 16th November 2026
Board meeting to approve appointment	Monday 7th December 2026
Anticipated start	Monday 4th January 2027

Equality and diversity

We want our board to reflect the diverse community our school serves. We warmly welcome applications from people of all backgrounds, ages and experiences, and particularly encourage applications from groups currently under-represented on school boards. If you need any adjustments to take part in the application process, please let the Clerk know.

Data protection

The information you provide will be used only for the purpose of this recruitment and the trust's legal obligations, and will be handled in line with the UK GDPR and the trust's privacy notice. Information from unsuccessful applications will be securely destroyed after [six months].

9. Application form

Please complete all sections. You may type into this form or attach additional pages.

Part A: Personal details

Title and full name	
Preferred name	
Home address	
Postcode	
Email address	
Telephone number	
Current occupation / employer (if applicable)	
Do you have any connection to Edison Primary School? (e.g. parent, carer, former pupil, relative of staff)	

Part B: Skills and experience

Please tick the areas in which you have skills, knowledge or experience.

Area	Professional experience	Some knowledge
Finance and accounting	☐	☐
Audit and risk	☐	☐
Human resources	☐	☐
Legal	☐	☐
Estates, property or health and safety	☐	☐
Safeguarding and child welfare	☐	☐
Education, curriculum or SEND	☐	☐
Science, technology or engineering	☐	☐
Data protection, IT or cyber security	☐	☐
Marketing, communications or fundraising	☐	☐
Strategic planning and leadership	☐	☐
Previous governance or trustee experience	☐	☐
Knowledge of the local community	☐	☐

Area	Professional experience	Some knowledge
Other (please specify)	☐	☐

Part C: Employment and voluntary experience — please summarise your relevant paid and voluntary roles, including any board or governance experience

Part D: Supporting statement — please tell us why you would like to become a trustee of Edison Trust Limited, and what skills, experience and qualities you would bring to the board (up to 500 words)

Part E: Availability

Are you able to attend evening meetings?	
Are you able to make occasional daytime visits to the school?	
Is there a committee or link role you are particularly interested in?	

Part F: References

Please give the details of two referees who can comment on your suitability for the role. At least one should be a current or recent employer, or someone who knows you in a professional or voluntary capacity. Referees should not be relatives.

	Referee 1	Referee 2
Name		
Relationship to you		
Address		
Email		
Telephone		
May we contact before interview?	Yes ☐ No ☐	Yes ☐ No ☐

Part G: Equal opportunities

The trust may ask you to complete a separate, anonymous equal opportunities monitoring form. This will be kept separately from your application and will not be seen by the selection panel.

10. Declaration of eligibility

Please read the statements below and tick to confirm each one applies to you. If you cannot confirm any statement, please contact the Clerk in confidence before submitting your application — it does not necessarily mean you are ineligible.

Return to: Helen Rimmer (Governance Professional) via helen.rimmer@judicium.com

Closing date: Monday 9th November 2026

I confirm that:	Tick
I am aged 18 or over.	☐
I am not disqualified from acting as a company director.	☐
I am not disqualified from acting as a charity trustee.	☐
I am not subject to a direction under section 128 of the Education and Skills Act 2008.	☐
I am not an undischarged bankrupt, and I am not subject to a bankruptcy restrictions order, an interim order or a debt relief restrictions order.	☐
I have not been removed from office as a charity trustee by the Charity Commission or a court on the grounds of misconduct or mismanagement.	☐
I am not barred from regulated activity with children.	☐
I have no criminal convictions, cautions, reprimands or warnings that I am required to disclose, or I have disclosed them separately and confidentially to the Clerk.	☐
I am willing to undergo an enhanced DBS check and other pre-appointment checks.	☐
I consent to my details being registered with Companies House and Get Information About Schools, and to the publication of my governance information on the school website.	☐
I am not currently a trustee or governor of more than [two] other schools or academy trusts, or I have listed them below.	☐
I will abide by the trust's Code of Conduct and the Seven Principles of Public Life.	☐

Other governance roles currently held, and any business or personal interests that may be relevant to the trust

Declaration: I confirm that the information I have given in this application is true and complete. I understand that providing false information, or failing to disclose relevant information, may result in my application being rejected or my appointment being terminated.

Signature	
Full name and date	