



## Trustee Information Pack

### Welcome from our Chair, Dr Jane Dancer

*Thank you very much for your interest in becoming a member of our governing body, the Board of Trustees. We are seeking to appoint three new trustees, one to take up the role as soon as possible, and the other two from 14 November this year.*

*Founded in 1919 by businessman and philanthropist, Sir Richard Stapley (1843-1920), our endowed trust is an independent grantmaking charity exclusively dedicated to improving access to postgraduate education. Currently, we do this by supporting academically excellent students experiencing financial or other barriers to pursuing their studies. For more information about the Trust and the difference our grants make please see our website, [www.stapleytrust.org](http://www.stapleytrust.org)*

*We are a relatively small, unincorporated charitable trust with a UK-wide remit. Currently, we have nine trustees. We do not have an office, but employ one part-time, home-based Clerk who manages the day-to-day running of the charity in line with trustees' decisions. Our Board meets three times a year, either in London or by video conference call. We have one annual grant round starting each January and distribute approximately £150,000 in grants to individual students each year. Assessing and scoring grant applications each spring is one of the core responsibilities of all of our trustees.*

*This is an exciting time to be joining the Trust. We celebrated our 100<sup>th</sup> anniversary in 2019 and we are well regarded within our grant-making niche. We have a strategic plan covering the period to the end of 2026. We have an excellent Trustee Board and staff support, a strong asset base, well developed policies and procedures, and an achievable but ambitious strategic plan.*

*This is a non-executive role. Trustees are unpaid, but we cover travel and other expenses.*

*We are looking for new trustees to build on our success and to bring fresh thinking and experience to our Board so that we can achieve even greater impact. We hope you will consider putting yourself forward. Below in this pack you will find the role description, person specification and how to apply.*

*We look forward very much to receiving your application! The closing date for CVs with covering letters is 12 noon on Wednesday 31 August. Interviews will be held in September. Thanks again!*

**Dr Jane Dancer**  
**Chair of The Sir Richard Stapley Educational Trust**

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## **A: BACKGROUND INFORMATION ABOUT THE SIR RICHARD STAPLEY EDUCATIONAL TRUST**

Sir Richard Stapley was a British businessman, politician and philanthropist active in the late 1800s - early 1900s. Not having had a university education himself, he was keen to enable others to do so, and more generally to promote educational achievement.

The endowment from Sir Richard is currently valued at £4.2m. We do not spend this endowment but use the income from it to cover our grant-making and running costs. We also receive income each year from individual donors. We keep our running costs low.

In November 2019, we celebrated our centenary. The Trust has helped countless students over the last hundred years. It remains today an expression of Sir Richard's lifelong concern to advance educational and philanthropic causes.

The Trust exist to promote education and currently provides small grants to support postgraduate students in any subject, as well as courses in medicine, veterinary sciences and dentistry taken as a second degree. The Trust is governed by a Board of Trustees:

Dr Manali Chitre  
Dr Jane Dancer (Chair)  
Dr Tekena Fubara (Vice-Chair)  
Mr William Glover  
Dr James Jones  
Dr Debra Ann Marsden  
Dr Mike Mortimer  
Dr Sarah Othner  
Mr Christopher Richard Walker (Treasurer).

### *Grant-making:*

The award of a grant depends on the independent assessment of three trustees, based on the applicant's previous academic record, statements and academic reference. The criteria for awarding grants are academic excellence and the relevance of the proposed course of study to the applicant's career goals and/or personal development. The amount of the grant is based on the applicant's financial need.

In 2022, the Trust awarded 173 grants, totaling £163,000. A wide variety of different subject areas was supported, with medicine attracting the greatest number of grants, as in previous years. Each year, the Trust conducts a survey to help us evaluate our effectiveness as a grant maker.

*For further information about the Trust, please see our website, [www.stapleytrust.org](http://www.stapleytrust.org)*

## **B: BACKGROUND INFORMATION ABOUT ACTING AS A TRUSTEE**

This section contains information about who can and cannot become a charity trustee, and about the legal responsibilities of charity trustees.

Some people are disqualified by law from acting as charity trustees, including anyone aged under 18, those convicted of an offence involving deception or dishonesty, unless the conviction is spent, and anyone who is an undischarged bankrupt.

Prospective trustees should consider whether there would be any possible conflicts of interest if they were to be appointed as a trustee. This is particularly important where personal interests may make it difficult for the individual concerned to make a full contribution to the trustees' discussions and decisions.

#### *What are the legal responsibilities of trustees?*

This section contains extracts from *The Good Trustee Guide* published by the National Council for Voluntary Organisation (NCVO).

Charity trustees are responsible for controlling the management and administration of the charity. *This means that trustees are ultimately responsible for everything the charity does and how it does it.* Their overriding duty is to act in good faith, that is, in the belief that what they are doing is correct, within charity law. In addition, they must make sure that the charity pursues its aims, as set out in its governing document, uses its assets exclusively to pursue those aims, and acts in the interests of its beneficiaries. They must act personally (i.e. take an active part) in the best interests of the charity, avoid conflict with their own personal interests and must not profit from their trusteeship.

#### *Charity law*

Under charity law, all trustees must be eligible for trusteeship, must act in the best interests of the charity, and must follow the Charity Commission's disclosure, reporting and accounting requirements. They must keep within the law on trading, political activities and fundraising.

#### *What standards would you have to meet as a trustee?*

Trustees are expected to act reasonably and prudently in all matters relating to the charity and in its long-term interests. They must act with the same degree of care as a prudent person of business would exercise in the management of his or her own affairs or those of someone else for whom they had responsibility. In practice, this means that they need to know about the legal, financial and managerial issues affecting the charity, although they are not expected to have expert knowledge. If they state that they have expertise in a given area, however, they will be expected to act with a higher duty of care, and this will be taken into account should any issue come to the attention of the courts or the Charity Commission.

#### *What happens if a trustee disagrees with his or her fellow trustees?*

Trustees are 'jointly and severally' responsible for the activities of the charity and must act together. No trustee acting alone can bind his or her fellow trustees, unless specifically authorised to do so. However, the Board's decisions do not have to be unanimous. Therefore, the majority binds the minority, and you would be bound by the decisions of your fellow trustees even if you were absent from a meeting.

#### *What are 'charitable Objects'?*

The governing document of the charity sets out its aims or 'Objects', that is, the underlying purpose of the organisation.

Trustees have a duty to act within the objects of the charity, and to apply the charity's assets exclusively to pursue those objects. It is a breach of trust to undertake any activities which lie outside the objects.

#### *What are the trustees' responsibilities for the charity's assets?*

Trustees have a duty to protect all the assets belonging to the charity, by ensuring that there are adequate financial controls and that any land or buildings the charity owns are well maintained and insured.

## **C: TRUSTEE ROLE DESCRIPTION**

**We anticipate that the time commitment required would be roughly 2 days per quarter year.**

The responsibilities of our trustees are:

- To ensure good governance of the Trust, ensuring that it complies with its governing document charity law, and any other relevant legislation or regulations
- To ensure that the Trust pursues its charitable Objects as defined in its governing document
- To ensure that the Trust applies its resources exclusively in pursuance of its Objects
- To contribute actively to the Board's role of giving firm strategic direction to the Trust, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the Trust
- To ensure the financial stability of the Trust
- To protect and manage the assets of the Trust and to ensure the proper investment of its funds
- To appoint the Clerk and ensure that his/her performance is monitored – supporting, motivating and constructively challenging as appropriate
- In addition to the above statutory duties, each trustee should use any specific knowledge or experience s/he may have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
- To participate in the assessment, scoring and awarding of grants
- To participate in winning support for the Trust, including financial support.

## **D. DATES OF REMAINING BOARD OF TRUSTEES MEETING IN 2022:**

Monday 14 November                      10.00 am – 1.30 pm in central London, followed by lunch.

## **E: TRUSTEE PERSON SPECIFICATION**

The person specification is a picture of the skills, knowledge and experience needed to carry out the role. It is used in both short listing and interview processes.

### Essential (each of the 10 points below):

1. A commitment to the Trust's mission of improving access to postgraduate education for talented students experiencing financial or other barriers to pursuing their studies
2. Eligible to serve as a trustee, and able and willing to devote the necessary time
3. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
4. Strategic vision and experience of strategic planning
5. Good, independent judgement
6. An ability to think creatively
7. A willingness to speak his or her mind
8. An ability to work effectively as a member of a team
9. Adherence to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
10. Extensive knowledge of postgraduate education in the UK, including sources of financial support

### Desirable (any of 9 points below):

11. Experience of having served as a charity trustee, particularly in an education-related charity
12. Lawyer specialising in UK charities/charity governance
13. Experience within the performing arts field
14. Experience of postgraduate certificates and diplomas gained as a member of academic staff, senior administration or policy development
15. Experience of data analysis
16. Experience of enhancing impact through social media
17. Experience of events management
18. Experience of grants management software
19. Experience of charity marketing and profile raising. Viable ideas of how improving our marketing and profile could enhance the impact of our charity.

## **F: HOW TO APPLY**

Please apply by sending us your **tailored CV** (max. 3 sides of A4) along with a **covering letter** (max. 2 sides A4) setting out how you fulfil the person specification in Section E above. Please note that CVs alone will not be considered.

The closing date is **12 noon on Wednesday 24 August 2022**. Applications must reach [admin@stapleytrust.org](mailto:admin@stapleytrust.org) by email by the closing date and time.

A shortlist of candidates will be invited for online interview in September 2022.

***We welcome applications from all sections of the community  
and seek to maintain a diverse Board.***

***Thanks again for your interest!***