



Education Achievement Service

Non-Executive Director, Education Achievement Service (EAS) Company Board Application Pack



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Author: Geraint Willington, Director
Cc: Debbie Harteveld, Managing Director



Dear Applicant

Thank you for your interest in the role of the Non-Executive Director (NED) on the Education Achievement Service (EAS) Company Board.

The EAS is an ambitious, not for profit organisation, wholly owned by the 5 local authorities of South East Wales. We provide school improvement services to schools and non-maintained nursery settings across the region. The Company Board are looking to appoint up to 3 NEDs to support and challenge both the company's leadership and help shape the changing face of education across South East Wales.

We are looking for someone who can demonstrate sound knowledge and experience in two (or more) of the following areas. Please do not be put off by this list, it is intended to allow people from a wide variety of backgrounds to apply.

- experience in non-executive roles;
- experience at both operational and strategic levels;
- delivering strategic outcomes within the private, public, or voluntary sector;
- utilising an inclusive and independent mindset to check and challenge strategic success;
- an understanding about the positive impact education and lifelong learning has on society.

Whilst an educational background would be useful it is not essential. We are keen to ensure a good balance of skills on the Company Board. We are particularly interested in applicants who can provide support and challenge in the following areas:

- Change management;
- Financial acumen and value for money;
- Human Resources.

If you're inspired and excited about working with the Education Achievement Service, we'd love to hear from you. Please have a good read through of the full Role Description, and then send an email to geraint.willington@sewaleseas.org.uk with your CV and a covering letter (or another format if you prefer) explaining why you feel you are suitable for the role.

If you would like to discuss any aspect of the role, personal specification, or appointment process in confidence, please contact Geraint Willington, on 0794094437 or by email at Geraint.willington@sewaleseas.org.uk

Yours sincerely

Cllr Eluned Stenner
Chair of the EAS Company Board

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1. About the Education Achievement Service for South East Wales

The Educational Achievement Service (EAS) is the school improvement service of the five local authorities in South East Wales: Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen.

The EAS is owned by the five Councils and operates within a robust governance structure which is populated by representative Elected Members from each Council on Company Board, Joint Executive Group and the Audit and Remuneration Committee. The EAS is a not for profit company limited by guarantee

The EAS has been in operation since September 2012 and has undergone many changes during this period. Through the commissioning of an annual Business Plan the EAS delivers key school improvement support to all schools and educational settings across the South East Wales region.

The EAS endeavours to work in partnership local authorities, schools and settings and wider stakeholders, ensuring that service delivery remains of a consistently high standard and meets the needs of the system. The service welcomes external expertise and challenge to support continued improvement and will remain agile and responsive to regional need.

The service will intensely monitor, support and challenge schools. Benefits of the service include increased capacity to support schools that require challenge, using data more effectively to focus on outcomes, identifying good practice across schools that can be used to improve outcomes, more efficient administration and facilitating professional learning communities.

Our values, mission and vision are the default on which all working, and action is based. They will be visible in the daily activity of all partnerships and relationships with the EAS.

A copy of our recent Business Plan can be found here: [EAS Regional Business Plan 2023-25](#)

1.1. Vision and Values

Our vision and values guide everything we do in our day to day practices and interactions with our key partners, the wider educational community and our employees.

Vision: Supporting and enabling schools and education settings to thrive as effective learning organisations, learning from each other and the wider educational community

Integrity: Doing what is right and delivering what we promise by providing a high support and high challenge environment.

Innovation: We promise an innovative culture and attitude. We will challenge and aim for excellence in all we do.

Collaboration: We value everyone and work together to achieve our vision.

2. Vacancy Description: Non-executive Director

Successful applicants will be strategic thinkers able to lead and influence at Board level. You will be able to consider issues from a big picture, macro perspective, and to support and challenge the Directors and Officers in the strategic planning. Practical experience at board level with accounting, commercial, financial, business, educational, sustainability credentials from any sector, and theoretical understanding of the challenges and issues facing Education in Wales will be beneficial in your ability to contribute across the breadth of EAS activities.

2.1. Post Specification:

To provide strategic governance to EAS which holds the Managing Director to account for delivering the agreed strategy, legislative and financial requirements and improving outcomes for learners across the five local authorities.

2.2. Accountabilities:

- To oversee and ensure compliance with the corporate governance code.
- To establish and maintain the vision, mission, and values of EAS which will serve to guide the company in how it operates and compliance with all legal and good practice requirements.
- To agree and monitor the strategy and business plans for EAS which will achieve the long term aims of the company.
- To appoint successive Managing Directors.
- To challenge the thinking of the MD and the EAS senior leadership team to ensure that all possibilities have been explored and that risk is managed effectively.
- To set annual budgets and monitor finances throughout the financial year.
- To ensure the Audit and Risk Committee is fulfilling its duty by providing assurance that the company is operating within the agreed budget parameters, adheres to corporate governance regulations and law.
- To protect the public image of EAS and ensure that it is held in high esteem.
- To stay informed of activities that EAS is involved with and be well prepared for board meetings.
- To act in the best interests of EAS at all times and ensure that company business is prioritised.

2.3. Expectations:

- To attend board meetings (generally held quarterly) and other meetings, as required by the Board. Meetings will be held either physically or virtually via Microsoft teams.

- To be well briefed for these meetings by reading the associated papers beforehand
- To understand the respective roles within the governance structure and the needs of different stakeholders associated with EAS.
- To take an active role in training events, including induction, and in ongoing evaluation of the effectiveness of the board
- To keep abreast of EAS activities between board meetings and to represent EAS as appropriate with other stakeholders.

2.4. Skills and knowledge:

- An understanding of the education system in Wales although this will be provided at the induction training if needed.
- The ability to understand and analyse financial reports alongside proposed budgets in the light of priorities and strategic goals is essential.
- The ability to understand and process information sent out in board papers, seeking clarification as needed, is a core part of the role.
- Knowledge of how effective boards function would be helpful.
- Business acumen is desirable to the role.

2.5. Personal attributes:

- Strategic thinking – the ability to keep the big picture in mind and not get caught up in the detail, to be alert and responsive to change and to consider things from different perspectives.
- Decision-making – show sound judgment and decisiveness once all of the facts have been considered.
- Results focused – maintain high aspirations and show drive and tenacity to improve outcomes for learners.
- Communication – demonstrate excellent listening skills, think critically and provide challenge which explores the rigour of decisions.
- Teamwork – interact with other board members and contribute to discussion, remaining respectful always, and articulate ideas and opinions which serve to move conversations forward and achieve practical consensus.
- Passion for education – an appreciation of the privilege and opportunities associated with providing an excellent education for the young people across SE Wales.

3. Appointment Details

3.1. Term of Office

The term will be for one year in the first instance, subject to performance.

3.2. Time Commitment

Board meetings generally take place quarterly. The time commitment required is approximately six days per year.

3.3. Remuneration and expenses

The post is unremunerated. Travel expenses incurred in fulfilling duties will be paid directly.

4. Appointment Process

4.1. How to apply:

If you're inspired and excited about working with the Education Achievement Service, we'd love to hear from you.

Please submit your CV and a covering letter (or another format if you prefer) explaining why you feel you are suitable for the role. Additional supporting documents are permitted to exemplify anything raised within the letter if applicants so wish. The letter should include:

- details of why you are applying to join our Board and what specific skills and attributes you can offer whilst addressing the criteria listed under the person specification;
- details of current / previous employment;
- public appointments;
- relevant qualifications;
- the name and contact details of two referees willing to provide a reference;
- any relevant information regarding your eligibility for appointment and any directorships you hold.

This needs to be sent to Geraint Willington, Company Secretary.

(Geraint.Willington@sewaleseas.org.uk)

Following assessment of applications, shortlisted applicants will be invited to attend an interview.

4.2. Managing conflict of interests

Directors are subject to approval and disclosure requirements derived from the Companies Act 2006 and must declare and get approved for any potential or actual conflicts of interest before accepting their appointment.

5. Induction

The EAS will offer a full induction programme and ongoing training in all aspects of governance as well as mentoring, guidance, and feedback.

The EAS regularly evaluates its performance as a Company Board and looks for ways to improve its effectiveness. This takes place through brief discussion after every meeting and a more detailed annual review. The Chair conducts 1:1 feedback on an annual basis with every board member to help them to assess the contribution that they have made and to look at ways this could be enhanced further.

Thank you for your interest, we look forward to receiving your application.