



The Role of a Trustee at Step Into Learning

Trustees play a vital role in guiding **Step Into Learning**, ensuring it stays true to its mission and thrives within the community. They provide strategic leadership and oversight, making sure the organisation meets its objectives and continues delivering valuable educational benefits to the public.

Core Responsibilities of the Board of Trustees

The Board of Trustees focuses on three key strategic functions:

- **To ensure the organisation has a clear vision, ethos, and direction**, that aligns with its educational goals and commitment to public benefit
- **To hold the senior leadership team accountable for performance**, using the "Self-Assessment Report" and "Quality Improvement Plan" to track progress and identify areas for development
- **To oversee the organisation's financial performance**, ensuring that resources are used efficiently to support Step Into Learning's mission and objectives

While the senior leadership team handles day-to-day operations, Trustees provide strategic guidance and maintain an "**eyes on, hands off**" approach. They offer external insight to keep the organisation on track while empowering the leadership team to run daily operations effectively.

How Trustees Fulfill Their Role

Trustees follow established systems and procedures while applying their individual expertise to key areas. Each Trustee has a **special area of responsibility**, ensuring that their skills and experience contribute to the organisation's overall strategy.

Current Board of Trustees

- **Colin Wadsworth (Chair)** – Provides strategic oversight of the organisation's direction, financial health, and Health & Safety
- **Vicky Bishop (Vice Chair)** – Oversees the Quality of Education, ensuring that high standards are maintained across all educational programs
- **Matthew Crossey** – Monitors Governance and Human Resources, supporting the organisation's operational and structural integrity
- **Amanda Franklin-Walker** - Oversees the Quality of Education, ensuring that high standards are maintained across all educational programs
- **Harriet Evans** – Oversees social media and marketing, ensuring the organisation's public profile is positive, engaging, and aligned with its values. Supports strategic



communications to enhance learner recruitment, community engagement, and brand visibility

Safeguarding is a **shared responsibility** across all Trustees, ensuring a safe and supportive environment for both staff and learners.

To maintain a strong and relevant Board, a **skills audit** is conducted whenever new Trustees join, ensuring the team has a complementary mix of expertise.

The Trustee Approach: Asking the Right Questions

Trustees are not expected to be experts in every field, but they play a critical role by asking the **right questions**. Their ability to challenge decisions, identify risks, and ensure accountability strengthens the organisation's decision-making and long-term success.

Trustees also engage in ongoing **training and development** to stay informed and effective in their roles.

Evaluating Trustee Impact

The impact of Trustees is assessed through:

- **Board Meeting Minutes** – Capturing discussions from both **general** and **deep dive** meetings
- **Visits to Staff & Learners** – Ensuring engagement with the community
- **Insightful Questioning** – Providing feedback and gaining direct input from staff and learners
- **Supporting Documents** – Including reports and records that reflect Trustee contributions

This evaluation process helps ensure that Trustees remain active, effective, and committed to **Step Into Learning's** mission of providing high-quality, accessible education to the community.