



Institute for
Advanced Learning
& Metacognition

INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION

Advancing the Science of Learning

Candidate Briefing Pack

Information for prospective Trustees

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1. Welcome

Thank you for your interest in serving as a Trustee of the Institute for Advanced Learning and Metacognition (IALM). This pack provides an overview of the Institute, its governance, and the role of a Trustee, together with everything you need to consider putting yourself forward.

IALM is a young and ambitious charity working at the intersection of education, cognitive science and professional development. Joining our Board is an opportunity to help shape an organisation at a formative and exciting stage, and to contribute to advancing the understanding and practice of learning.

2. About the Institute

IALM is a registered charity dedicated to advancing the science and practice of learning, thinking, metacognition and cognitive development. Our mission is to bridge the gap between academic research and real-world application, bringing together researchers, educators, practitioners, policymakers and organisations committed to improving learning outcomes and lifelong development.

Our work is guided by five values: rigour, reflection, collaboration, inclusion and impact. As a charity, everything we do must be directed towards our charitable objects and the public benefit.

3. How IALM is governed

IALM is constituted as a Charitable Incorporated Organisation (CIO) registered with the Charity Commission for England and Wales. The Board of Trustees is responsible for the governance of the Institute: setting its strategic direction, safeguarding its assets and reputation, ensuring it complies with its Constitution and the law, and ensuring it remains true to its charitable purpose.

Trustees are the people legally responsible for the charity. They act collectively, on a voluntary basis, in the best interests of the Institute. The Board is supported in its work by committees, working groups and Advisory Boards of specialist experts, which provide advice but do not hold governance responsibility.

Because the Institute's Constitution does not provide for voting by the membership, Trustees are not elected by members. Instead, they are appointed by the Board following an open and transparent recruitment process, designed to ensure the Board has the range of skills, experience and perspectives it needs. This pack describes that process.

4. The Board: role and terms of reference

Working with any executive or staff team as it develops, the Board of Trustees is collectively responsible for:

1. carrying out all the statutory duties of charity trustees, and acting at all times in the best interests of the Institute;
2. setting and overseeing the Institute's strategic objectives, and monitoring progress against them;
3. approving the annual budget and monitoring the Institute's financial health and probity;
4. approving the annual report and accounts for submission to the Charity Commission;
5. assessing and managing risk, and ensuring effective systems of internal control;
6. approving the criteria and fees for membership;
7. ensuring compliance with the Constitution, charity law and the Institute's policies; and
8. appointing the Chair and any committee chairs, and overseeing the recruitment and induction of new Trustees.

5. The Trustee role

5.1 Key responsibilities of all Trustees

- Stewardship — ensuring the Institute is well run, solvent and managed in line with its objects and values.
- Governance — ensuring compliance with the legal and constitutional framework of the Institute as a charity.
- Strategy — contributing to the longer-term vision and strategic priorities of the Institute.
- Expertise — contributing specialist knowledge, skills and judgement to the Board's decisions.
- Advocacy — acting as an ambassador for the Institute with members, partners and stakeholders.

5.2 Person specification

We welcome applications from people of all backgrounds. We are particularly interested in candidates who can demonstrate:

- a genuine commitment to IALM's mission, values and charitable purpose;
- integrity, sound and independent judgement, and a willingness to act in the Institute's best interests;
- the ability to think strategically and to contribute constructively to collective decisions;
- a willingness to devote the necessary time and to engage fully in the Board's work; and

- relevant skills, knowledge or experience — for example in education or research, finance, law, fundraising, communications, equality and inclusion, or lived experience relevant to our work.

Membership of IALM is welcomed but is not a requirement to serve as a Trustee.

5.3 Eligibility

To act as a Trustee of IALM, you must:

- be at least 18 years of age (although a CIO may in law appoint trustees aged 16 or over, IALM has set a minimum age of 18); and
- not be disqualified from acting as a charity trustee — for example, by reason of an unspent conviction for an offence involving dishonesty or deception, being an undischarged bankrupt or subject to a current individual voluntary arrangement, being disqualified as a company director, or being on the sex offenders' register.

All prospective Trustees will be asked to confirm their eligibility and to sign a declaration to that effect.

5.4 Time commitment and expenses

Being a Trustee is a voluntary, unpaid role. We anticipate a commitment of approximately four Board meetings per year (held remotely or in a hybrid format wherever possible), together with an annual strategy discussion, occasional involvement in a committee or working group, and engagement by email between meetings. Reasonable out-of-pocket expenses incurred in connection with Board service will be reimbursed in accordance with the Institute's expenses arrangements.

5.5 Conflicts of interest

Service on the Board provides access to information about the Institute. Trustees are required to handle such information appropriately, and to declare any interest that conflicts, or may be seen to conflict, with the interests of the Institute, in accordance with the IALM Conflicts of Interest Policy.

6. How to apply, and what happens next

If, having read this pack, you would like to be considered, please complete the Expression of Interest form at Annex A and return it, with a short CV, to the Chair of Trustees. We are also very happy to arrange an informal conversation with the Chair before you decide — just get in touch.

What happens next:

1. we will acknowledge your expression of interest and, where helpful, arrange an informal discussion;
2. the Board (or a panel appointed for the purpose) will consider candidates against the skills and experience the Board is seeking, using a simple skills matrix to identify any gaps and support succession planning;
3. shortlisted candidates will be invited to meet members of the Board;

1. appointments are approved by the Board, and successful candidates are asked to confirm their eligibility and sign the trustee declaration; and
2. new Trustees receive an induction to the Institute, its governance and its current priorities.

If you are not appointed on this occasion, it may simply be that the Board is seeking different experience at this time; with your agreement, we are glad to keep expressions of interest on file for future opportunities.

7. Indicative timeline

IALM recruits Trustees as the needs of the Board require, rather than on a fixed annual cycle. A typical process runs as follows:

- Weeks 1–2: expressions of interest received and acknowledged; informal discussions offered.
- Weeks 3–4: candidates considered against the Board's skills needs; shortlisting.
- Weeks 5–6: meetings between shortlisted candidates and Trustees.
- Weeks 7–8: appointment decisions, eligibility confirmation and induction.

Indicative dates for the current round, if applicable: .

Annex A — Expression of Interest form

This form is an expression of interest, not a binding application. Please complete it and return it, with a short CV, to the Chair of Trustees at info@theialm.org.

Full name**Contact details (email and telephone)****Current role and organisation****Relevant experience and background****Skills, knowledge and perspectives you would bring to the Board****Why you would like to join the IALM Board****Any other significant commitments, and any interests that might give rise to a conflict of interest****Two people willing to act as referees (optional at this stage)**

Signed: _____

Date: _____