



The Olympus Academy Trust Governance Framework Appendix C(i) Role Profile – Trustees, Governors and Committee Members Policy

Document Summary

Document Owner:	L Day
Version:	V9
Document Status:	Approved
Date Last Approved:	February 2020
Date of Next Review:	February 2022
Review Frequency:	2 years
Owner: (Olympus or School)	Olympus
Governing Committee:	Board of Trustees
Statutory or Optional policy:	Optional
Appendices:	
On Trust Website?	Yes
On School Websites?	n/a

Amendment History

Version	Amendment Date	Author	Amendment Summary
6	3 March 2013		<ul style="list-style-type: none"> Reviewed by A&RC 12.11.13 Approved by the Board of Trustees.
7	2 February 2016	KSt & RRa	<ul style="list-style-type: none"> Removed references to Federation. Changed reference to 'students' to 'learners'.
8	24 May 2017	Clerk	<ul style="list-style-type: none"> References to collective not individual self-evaluation and Trustees to Trustees
9	11 February 2020	SWi	<ul style="list-style-type: none"> Wording changed to reflect the new Governance arrangements

1. **Introduction**

- 1.1 Trustees are responsible for the overall governance and strategic direction of The Trust; developing its mission and vision; its goals and objectives; and ensuring the continuing financial viability of The Trust and its academies – all in accordance with the constitution, the law and regulatory requirements. Day to day management is the responsibility of the CEO and other members of the senior leadership team and their employees.

2. **Overall Purpose of the Board of Trustees and Board Committees**

- 2.1 The overall purpose of the board of trustees and the board committees is set out in the appropriate terms of reference together with details of composition, frequency of meetings, quorum requirements and a list of core functions which the board or board committee has, some of which it cannot delegate.

3. **Principal Duties of all Individual Trustees, Governors and Committee Members**

- 3.1 To exercise independent judgment and to act only in the interests of the Trust and all stakeholders and not on behalf of any constituency or interest group.
- 3.2 To act in accordance with the constitution of The Trust and only exercise powers for the purpose for which they are conferred.
- 3.3 To act in a way which enhances the success of the Trust as a whole. To exercise reasonable care, skill and diligence.
- 3.4 To avoid a situation where there is or may be a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the academies or The Trust.
- 3.5 To ensure that no benefit is accepted from a third party conferred by reason of being a Trustee, governor or committee member or of doing (or not doing) anything as a Trustee, governor or committee member.
- 3.6 To declare the nature and extent of any interest to the board or board committee if in any way, directly or indirectly, interested in a proposed transaction or arrangement with the individual academy or The Trust.
- 3.7 Other than reasonable expenses, no compensation will be generally paid by the Trust to Trustees, Governors or Committee Members. In exceptional circumstances, where a governor, Trustee or committee member is asked to give more time than can reasonably and normally be expected, then compensation may be considered. This must be agreed by the board of trustees in advance. If this is not possible, the Chair of Trustees will apply the Urgency and Efficiency Policy.

3.8 At all times Trustees, Governors or Committee Members must be aware of the code of conduct which applies to them.

4. Main Responsibilities of all Individual Trustees, Governors and Committee Members

4.1 To ensure that The Trust is managed efficiently, effectively and in line with the requirements of the law, the constitution, regulatory bodies and best practice.

4.2 To help develop and share in The Trust's mission and vision.

4.3 To uphold and demonstrate The Trust's values and the principles for which it stands.

4.4 To fully participate in the work of the board or committee (as appropriate) and, in particular, ensure that goals and objectives are set and that performance is monitored accordingly. NB There is an expectation that all trustees and governors serve on at least one board or academy committee.

4.5 To participate as appropriate in the development of strategies and policies for approval by the board of trustees to guide The Trust's work.

4.6 To comply and act within The Trust's policies and procedures and standing orders as set and amended from time to time by the board of trustees.

4.7 To prepare for meetings and other events by reading the papers, seeking clarification where necessary and when possible from staff before meetings.

4.8 To receive and consider reports prepared by staff, agents and advisers and question these to ensure that decisions are well founded.

4.9 To attend board or committee meetings regularly, participate fully in discussions and share responsibility within the decision making process.

4.10 To treat information labelled as confidential in confidence.

4.11 To pay particular attention to strategic and creative thinking when formulating strategy, policy, and standards; avoiding operational detail.

4.12 To debate in a proper, respectful manner, addressing only matters in hand, keeping contributions relevant and not making speeches.

4.13 To contribute to, share responsibility for, and uphold the decisions of the board of trustees or board committee irrespective of the position taken by an individual in debate or voting.

- 4.14 To ensure all decisions are made in the best interests of The Trust as a whole and are not made owing a greater allegiance to any particular academy or interest.
- 4.15 To uphold the reputation of The Trust as a whole and not do anything which may bring discredit upon The Trust including the individual academies.
- 4.16 To attend appropriate training and other events and represent The Trust or the individual academy as required.
- 4.17 To participate openly and honestly in collective self-evaluation, skills audits and succession planning.
- 4.18 To ensure commitment to equality and diversity.
- 4.19 To uphold the code of conduct for trustees, governors and committee members.
- 4.20 To promptly declare any relevant business or pecuniary interests, financial or non- financial, to the Clerk for entry in the register or the Chair of the meeting if a situation arises where there could be a conflict.
- 4.21 To be involved in the appointment (and if necessary the dismissal) as appropriate of senior employees.
- 4.22 To commit to membership of various working groups, focus groups, panels etc. in support of the overall governance of The Trust.
- 4.23 To be as open in communication as possible; and to work effectively and maintaining good working relationships with members of the board of trustees, committees, panels and working groups.
- 4.24 To use electronic communication to send and receive information which supports the governance and business of The Trust (equipment, training and support can be provided on request).

5. **Accountability**

- 5.1 To be highly accountable through the governance arrangements to a variety of stakeholders including parents/carers, learners external partners, other strategic and operational partner schools, regulatory bodies including Ofsted, the Department for Education, Education and Skills Funding Agency, Charity Commission as appropriate.