



The Olympus Academy Trust Governance Framework Appendix O Openness Policy

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On Trust Website?	Yes
On School Websites?	n/a

Amendment History

Version	Amendment Date	Author	Amendment Summary
1	24 January 2012	EO	<ul style="list-style-type: none"> Approved by Board of Trustees & Trustee Members
2	23 October 2012	EO	<ul style="list-style-type: none"> Effective from 1 January 2013. Approved by Board of Trustees.
3	5 February 2013	EO	<ul style="list-style-type: none"> Updated terminology only. Approved by Board of Trustees.
4	10 December 2014	KSt	<ul style="list-style-type: none"> Minor amendment to section 5.2 to allow flexibility of regularity of newsletters. Approved by Board of Trustees.
5	12 December 2018	KSt	<ul style="list-style-type: none"> Updated in line with GDPR and FOI policies. Changed references from trust to trust, students/pupils to learners. Approved by Board of Trustees.
6	February 2020	TWi	<ul style="list-style-type: none"> Change of wording to reflect new governance structure. Approved by Board of Trustees.

1. Introduction

- 1.1 Trustees, governors, committee members and staff across The Trust are committed to being open and accountable in their work. This policy has been adopted so that stakeholders can be aware of how The Trust works and makes decisions.
- 1.2 This policy sets out the basis on which The Trust will be open to external and internal scrutiny.

2. Principles

- 2.1 The Trust recognises the legitimate interest of those who are affected by its activities and the way it conducts its business. This includes:
 - Existing and prospective learners.
 - Staff and their representative bodies.
 - Other service users.
 - Local authorities and commissioning bodies.
 - Partner organisations and agencies.
 - Contractors and suppliers.
 - Regulators.
 - Anyone living in the communities where The Trust operates.
 - Wider communities affected by the work that The Trust currently carries out or may carry out in the future.
- 2.2 The Trust accordingly acknowledges that information about the way that it works, the decisions it makes and its performance will be important in supporting the interests of these groups, helping it to work in partnership and to be more widely accountable.

3. Disclosures

- 3.1 The Trust will disclose matters which it considers will support the above principles including:
 - The mission, vision and values.
 - Strategic objectives setting out the direction for The Trust.
 - The standards which have been set by The Trust and those which are set for it by regulators.
 - The policies adopted to guide decision making in terms of education provision.
 - The procedures adopted for implementing those policies.
 - Annual performance information on the scope and effectiveness of activities.

- 3.2 In accordance with its articles of association The Trust will as soon as is reasonably practicable, make available at every academy to persons wishing to inspect them, a copy of the following:
- the agenda for every meeting of the board of Trustees
 - the approved and signed minutes of every meeting of the board of Trustees
 - any relevant report, document or other paper considered at any such meeting
 - all of the above subject to the exclusion of any material relating to:
 - (i) named teacher or other person employed, or proposed to be employed, at any academy
 - (ii) a named learner at, or candidate for admission to, any academy
 - (iii) any matter which, by reason of its nature, the Trustees are satisfied should remain confidential.
- 3.3 In consideration of what should remain confidential, The Trust will not disclose information on matters that are restricted by statute (including the EU General Data Protection Regulations), common law duties or contractual undertakings; nor any matter which should remain confidential for personal, policy or commercial reasons.
- 3.4 In accordance with the spirit of openness The Trust will also apply the same principles to meetings of the School Improvement Committee at each of the academies within the Trust.
- 3.5 The Trust will make such information available in accessible formats. It reserves the right to charge for excessive information requests in line with its Data Protection Policy and Freedom of Information Act Publication Scheme.

4. **Meetings**

- 4.1 Meetings of the Board of Trustees, School Improvement Committees, board sub-committees, working groups and staff are generally not open to the public. Any person(s) wishing to observe for a legitimate reason may at the discretion of the relevant chair of the meeting be invited to attend. This is subject to the request being received and acknowledged by The Trust at least two school days before the meeting is scheduled to take place.
- 4.2 Observers will not be permitted to obtain papers relating to confidential matters nor remain present during consideration of such items.

5. **Accountability**

- 5.1 The Trust has, and will continue to implement, strategies for the active promotion of its accountability to its stakeholders and the wider community.

5.2 In furtherance of this objective The Trust will:

- Publish its annual report and accounts.
- Produce and distribute regular communications to provide information about its activities, policies and performance.
- Engage with stakeholders through face-to-face presentations at scheduled events, working groups, the Olympus website and social media channels in order to involve stakeholders and take their views into account at an operational and strategic level.

5.3 In terms of accountability to parent/carers, The Trust's governance structures incorporate a minimum of two parent Trustees on the board of Trustees and a minimum of two parent governors on each School Improvement Committee within the Trust.