



The Olympus Academy Trust

Governance Framework Appendix Q(i)

Supplementary Role Profile for the Chair of Trustees Policy

Document Summary

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On School Websites?	n/a

Amendment History

Version	Amendment Date	Author	Amendment Summary
5	18 October 2017	RSI	<ul style="list-style-type: none"> Updated terminology and minor updates. Approved by Board of Trustees.
6	12 December 2018	RSI	<ul style="list-style-type: none"> Nomenclature (Exec Head-CEO, and to reflect new role of Governance Co-ordinator. Refined section 4.1 to reflect performance management as an 'entity' not as individuals. Approved by Board of Trustees.

7	June 2020	RSI	<ul style="list-style-type: none"> • Reviewed May 2020. • Approved by Board of Trustees.
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1. **Principal Responsibilities**

- 1.1 In addition to their standard role and responsibilities as a trustee, to undertake the role and carry out the responsibilities of the office of chair of trustees ensuring effective management of The Trust's business, good governance and support to the Chief Executive Officer and the executive team as appropriate.

2. **Meetings and Decision Making**

- 2.1 To ensure the efficient and proper conduct of The Trust's business.
- 2.2 To agree with the Chief Executive Officer and Governance Coordinator the agenda for meetings of the board of trustees and, in conjunction with the Chief Executive Officer and the Governance Coordinator, to lead in agenda planning meetings ensuring that its structure and content is consistent with the terms of reference for the board of trustees.
- 2.3 To ensure that the quality of report writing, information and options presented and recommendations are at a standard which enable the board of trustees to carry out proper scrutiny and make effective decisions in discharging its responsibilities.
- 2.4 To ensure that the Chief Executive Officer and any other relevant senior staff are available at the meeting of the board of trustees if required and that presentations are short and focused unless presenting new information additional to that already contained within the report.
- 2.5 To ensure that every meeting of the board of trustees has been properly convened by notice and properly constituted by the attendance of a quorum.
- 2.6 To ensure that the minutes of the meetings of the board of trustees are an accurate and complete record and if so satisfied, to sign the same.
- 2.7 To guide meetings of the board of trustees through the items on the agenda in the order they appear (unless modified with the agreement of the trustees attending).
- 2.8 To encourage full participation during meetings; eliciting the views of key trustees where their skills, knowledge and experience would be of significant benefit to the board's deliberations.
- 2.9 To give immediate rulings on complaints or queries relating to the procedure and conduct of the meeting, the chair's ruling being final.
- 2.10 At the end of each item on the agenda, to ascertain the 'sense of the meeting' and sum up the general agreement of the trustees on a particular conclusion.
- 2.11 To ensure that votes are taken on all matters which require a decision. On a resolution where there is an equality of votes, the chair shall have a second or casting vote.

- 2.12 To adjourn any meeting for the purposes of restoring order or where required to do so by a majority of trustees.
- 2.13 To oversee the use of policies and procedures to deal with urgency and efficiency matters to enable business to be carried on effectively between meetings and also to ensure that the board note and monitors the use of such actions at each subsequent meeting.
- 2.14 To ensure that all trustees are given the opportunity to express their views before any important decision is taken but at the same time to ensure that only those who are eligible to speak (e.g., those without a conflict of interest) are invited to do so..

3. Working with Senior Staff

- 3.1 To establish a good working relationship with the Chief Executive Officer, and the Trust leadership team; making best use of the central support and professional advice available.
- 3.2 To establish a constructive working relationship with the Chief Executive Officer and provide them with support.
- 3.3 To hold regular meetings with the Chief Executive Officer to receive briefings on issues of strategy, policy and significant operational issues.
- 3.4 To ensure that the board of trustees delegates sufficient authority to the executive to enable efficient day to day management.
- 3.5 To hold regular meetings with the Chief Executive Officer and Governance Coordinator to plan the workload of the board of trustees; and to consider the activities and workloads of the local governing bodies and the board committees.
- 3.6 To ensure that the board of trustees receives professional advice when it is needed either through the Chief Executive Officer, other staff, or through the use of consultants and advisers as necessary.
- 3.7 To lead and participate in the annual performance review of the Chief Executive Officer.

4. Performance Review

- 4.1 Lead an annual process by which Trustees, governors and committee members carry out a self-assessment of their skills, knowledge, experience and contribution in the preceding year. Ensure that these assessments are used to inform future governance arrangements and the governance development programme.
- 4.2 To address any individual performance issues arising during the year and in consultation with the Chief Executive Officer and Governance Co-Ordinator to agree any corrective action, training or support requirements.

5. **Team Work**

- 5.1 To maintain good working relationships with all Trust Members, trustees, governors and committee members within the Trust, in particular with the chairs of the local governing committees and board committees, panels and working groups, to positively represent The Trust and its work.
- 5.2 To play a pro-active role in team communications, training and development events, individual academy events and The Trust and promoting the achievement of its mission and vision.

6. **General**

- 6.1 To work with the Governance Co-Ordinator, and if necessary the Chief Executive Officer and any other relevant chairs, to ensure compliance with the code of conduct and manage any alleged, potential or actual breaches. To ensure that cases are investigated and managed in accordance with the agreed procedure, in order to provide confidence in the probity of The Trust as a whole.
- 6.2 To work with the Chief Executive Officer and Governance Co-Ordinator to monitor the effectiveness of The Trust's governance arrangements, both in terms of structure and behavioural qualities; making appropriate recommendations to the remuneration and nominations committee and/or board of trustees to ensure The Trust effectively fulfils its statutory and regulatory obligations, and meets its key roles and responsibilities.
- 6.3 To ensure the review and development of the strategic business planning process.
- 6.4 To represent The Trust as a whole on occasions, potentially hosting events at which key stakeholders are in attendance and if required undertaking public speaking duties.

7. **Emergency Decision Making Powers**

- 7.1 Refer to Appendix N - Urgency and Efficiency Policy within the Governance Framework.