



The Olympus Academy Trust Governance Framework Appendix S(i) Supplementary Role Profile for Chair of Board Committee

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Amendment History

Version	Amendment Date	Author	Amendment Summary
1	24 January 2012	EO	<ul style="list-style-type: none"> Approved by Board of Directors & Trust Members.
2	23 October 2012	EO	<ul style="list-style-type: none"> Updated for wider federation. Approved by Board of Directors.
3	18 December 2012	EO	<ul style="list-style-type: none"> Minor update para 2.11. Approved by Board of Directors.

4	5 February 2013	EO	<ul style="list-style-type: none"> • Updated terminology only. • Approved by Board of Directors.
5	12 December 2013	TW	<ul style="list-style-type: none"> • Reviewed, and amended by Twi and CJo, November 2013. • Approved by Board of Directors.
6	11 February 2015	TW	<ul style="list-style-type: none"> • Reviewed, no amendments. • Approved by Board of Trustees.
7	February 2020	SWi	<ul style="list-style-type: none"> • Changes in wording to reflect new Governance structure and Directors to Trustees. • Approved by Board of Trustees.

1. **Principal Responsibilities**

- 1.1 In addition to their standard role and responsibilities as a Trustee/governor to undertake the role and carry out the responsibilities of the office of chair of a board committee ensuring effective management of its business, good governance and support to the lead member(s) of staff for the board committee.

2. **Meetings and Decision Making**

- 2.1 To ensure the efficient and proper conduct of the board committee's business.
- 2.2 To agree with the lead member(s) of staff for the board committee the agenda for meetings and to participate in agenda planning meetings ensuring that its structure and content is consistent with the terms of reference.
- 2.3 To ensure that the quality of report writing, information and options presented and recommendations are at a standard which enable the board committee to carry out proper scrutiny and make effective decisions in discharging its responsibilities.
- 2.4 To ensure that the lead member(s) of staff for the board committee and any other relevant staff are available at the meetings if required and that presentations are short and focussed unless presenting new information additional to that in the report.
- 2.5 To satisfy themselves that every meeting has been properly convened by notice and properly constituted by the attendance of a quorum.
- 2.6 To satisfy themselves that the minutes of the meetings are an accurate and complete record and if so satisfied, to sign the same.
- 2.7 To guide meetings through the items on the agenda in the order they appear (unless modified with the agreement of the governors/committee members attending).
- 2.8 To encourage full participation during meetings eliciting the views of key governors/committee members where their skills, knowledge and experience would be of significant benefit to the deliberations of the meeting.
- 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 governors/committee members 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 governors/committee members.
- 2.13 To oversee the use of policies and procedures to deal with urgency matters to enable business to be carried on effectively between meetings and also to ensure that the board committee notes and monitors the use of such actions at each subsequent meeting.
- 2.14 To ensure that all governors/committee members 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 Others

- 3.1 To establish a constructive working relationship with the lead member(s) of staff for the committee and provide them with support.
- 3.2 To establish a good working relationship with the company secretary and make best use of the central support and professional advice available.
- 3.3 To hold regular meetings with the lead member(s) of staff as appropriate to receive briefings on issues of policy and significant operational issues as they may impact upon the business of the board committee.
- 3.4 To establish a good working relationship with the lead member(s) of staff for the board committee and making best use of the central support and professional advice available.
- 3.5 To hold regular meetings with the lead member(s) of staff, and to work in conjunction with the company secretary, to plan the workload of the board committee.
- 3.6 To ensure that the board committee receives professional advice when it is needed either through the executive headteacher, lead member(s) of staff, other staff, or through the use of consultants and advisers..

4. Performance and Conduct

- 4.1 To work with the company secretary to review the performance of members of the board committee in line with agreed review documentation. Participating in training for appraisers, and conducting meetings and giving feedback in a constructive and timely manner.
- 4.2 To bring to the attention of the Chair of Trustees and the company secretary any performance or conduct issues arising within the membership of the board committee; and to support the chair of Trustees as required (and/or as necessary the company secretary, executive headteacher and any other relevant chairs) on any investigations, 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 in the Trust and in particular with the chair of Trustees, and other chairs of board committees, panels and working groups.
- 5.2 To positively represent The Trust and its work and encourage the sharing of best practice within the Trust and with local partners.
- 5.3 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 chair of Trustees, company secretary, and if necessary the Executive Headteacher 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 company secretary to monitor the effectiveness of The Trust's governance arrangements, both in terms of structure and behavioural qualities; making appropriate recommendations to the board of Trustees to ensure The Trust effectively fulfils its statutory and regulatory obligations and meets its key roles and responsibilities.
- 6.3 To support the chair of Trustees in ensuring the review and development of the strategic business planning process incorporating all terms of reference, agenda planning and vision implementation plan (VIP).
- 6.4 To represent The Trust as a whole on occasion as requested, potentially hosting events at which key stakeholders are in attendance and if required to undertake public speaking duties.

7. **Emergency Decision Making Powers**

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