



## **Trust Board Vacancies – Key Information:**

The Olive Tree is a small, yet successful, single academy trust based in Bolton, Greater Manchester. As part of the development of our trust we have two vacancies for two trustees to join our trust board in order to support our mission and vision, as follows:

- Trustee with experience of finance, HR and buildings;
- Trustee with experience of educational standards, safeguarding and inclusion.

### **Our mission:**

Our trust's mission is to work in partnership with culturally-aligned (likeminded) schools to use an evidence-based approach of innovation and technology that promotes continuous improvement, improves social-mobility and increases the life chances of our pupils, their families and our staff.

### **Our vision:**

Our Trust's vision is to develop and grow into a strong family of schools, using the power of collaboration and shared values to develop best practice through a culture of challenge, aspiration and achievement. Our enduring aspiration is to be the 'Trust of Choice', ensuring we offer value for money and maximise our use of available resources at all times to secure the highest personal, professional and academic outcomes for all of our stakeholders.

### **Core purpose of our trust board:**

Our trust board focuses on three core functions of governance, namely:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal and senior leaders to account for the educational performance of the school, its pupils, and its staff;
- Overseeing and ensuring effective financial performance of the trust.

### **Core purpose of our Finance, HR and Buildings committee:**

The Finance, HR and Buildings Committee has been established to:

- Determine the overall scheme of financial delegation.
- Oversee the development of the budget (for final approval by the Board).
- Monitor and review the Trust's income streams.
- Monitor and review expenditure on a regular basis and ensure compliance with the Trust's overall strategic plan and the DfE's financial regulations.
- Prepare the annual financial report to the Trust Board in accordance with the requirements of the Companies' Act, and the Academy Trust Handbook.
- Prepare and recommend to the Trust a Pay Policy.
- Consider disciplinary, capability and staff grievance matters and seek to resolve them including any appeals that may arise.

### **Core purpose of our Standards, Safeguarding and Inclusion Committee:**

The Standards, Safeguarding and Inclusion Committee has been established to:

**Acting Head of School: Mrs. Z. Patel**

The Olive Tree Primary School, Adelaide Street, Bolton, BL3 3NY

| T: 01204 322370 | E: [admin@theolivetreeprimary.com](mailto:admin@theolivetreeprimary.com) | W: [www.theolivetreeprimary.com](http://www.theolivetreeprimary.com)

**trust peace fairness respect equality compassion**

- Recommend to the Trust Board the Key Performance Indicators (KPIs) for the academy and monitor progress towards their achievement.
- Hold the Principal to account for academic performance.
- Consider and develop curriculum and pedagogy.
- Oversee the work undertaken by the school to provide an inclusive and safe learning environment in which everyone has the opportunity to realise their full potential.
- Receive and consider revisions to policies which relate directly to the work of this committee.

**Time commitment:**

Each of our committees meets 4 times a year and feeds in to our full Board meeting - which also meets 4 times a year. The time commitment is approximately 1.5 hours per meeting (or 5-8 hours per month including time to review governance paperwork) and although voluntary in nature, provides trustees with the rewarding opportunity to contribute to the growth and development of a highly successful single academy trust in Bolton, Greater Manchester.

**Knowledge and skills required:**

For the Finance, HR and Buildings Committee, an understanding of academy finance, HR and buildings (estates management) is required.

For the Standards, Safeguarding and Inclusion Committee, an understanding of educational effectiveness, (including special needs) safeguarding and child welfare (in the primary sector) is required.

Upon request, full terms of reference can be provided to give a fuller picture of the key areas of consideration required for each committee. Further information about academy governance, including the competency framework for governance, can be found [here](#).

**Training:**

All new trustees are provided with a full induction in order to familiarise themselves with the governor handbook and the competencies of governance, and have regular access to training through Bolton Governance services in order to develop an understanding of the role of a trustee.

**Interested in being a part of our success story?**

For further information or to express an interest in this rewarding role, please email the clerk to the trustees: [marie.ahmad@bolton.gov.uk](mailto:marie.ahmad@bolton.gov.uk)

As with all governance roles, the ideal candidate should be passionate about bringing about positive change to the lives of children whilst adhering to the Nolan principles of public life.

**Acting Head of School: Mrs. Z. Patel**

The Olive Tree Primary School, Adelaide Street, Bolton, BL3 3NY

| T: 01204 322370 | E: [admin@theolivetreeprimary.com](mailto:admin@theolivetreeprimary.com) | W: [www.theolivetreeprimary.com](http://www.theolivetreeprimary.com)

**trust peace fairness respect equality compassion**