

## Eastern Education Group Trust

### Role Description and Person Specification for Chair of the Trust Board

#### Role Description

The Trust Board has legal oversight of the Trust, including responsibility for meeting statutory requirements and reporting to the DfE, Companies House and the Charity Commission.

The Trust Board also has strategic oversight of the Trust, ensuring that ambitious strategic goals are set and worked towards effectively.

The Trust Board works in collaboration with the CEO and Executive to make decisions on key issues, offering support and challenge as part of this.

The Trust Board also acts as a point of escalation for internal and external stakeholders, for example any complaints or grievances.

The Chair is responsible for guiding the effective working of the Trust Board, ensuring that Trustees consider decisions objectively and seek to reach consensus where possible.

The Chair oversees decision-making processes that include ensuring that the Trust is quorate and a simple majority of votes are passed for any substantive decisions to be formally agreed.

The Chair may also exercise a casting vote in the event of a tied vote.

#### Chair responsibilities

The Chair must exemplify the following characteristics expected of all Board members:

- To uphold the Trust Board's values and adhere to core principles of decision-making;
- To comply with all applicable terms of reference and laws;
- To follow education, charity and company law duties as exemplified in the Trust's Articles of Association;
- To make sufficient time available to exercise their duties;
- To follow up promptly on all actions and requests;
- To offer support and challenge to the CEO and Executive team;
- To support risk management, safeguarding and data protection;
- To use appropriate channels for communication and data sharing;
- To promote and support the school trust externally;
- To share resources and opportunities from within their network.

In addition, the Chair is asked to commit to the following:

- To provide leadership of the Trust Board, including acting as an external ambassador and champion for the Trust;
- To ensure that all Trustees uphold their key responsibilities;
- To ensure that Trustees collectively provide the experience, knowledge and skills required to govern the Trust effectively;

- To ensure that the composition of the Trust Board is fulfilled (including nomination, induction, appraisal and end-of-term processes) and lead on long-term succession planning;
- To act as a point of escalation for internal and external matters as required, including resolving disputes, conflicts and complaints;
- To Chair meetings and oversee other governance processes in line with the Trust's governing documents and any relevant terms of reference;
- To work closely with the CEO to develop board-level strategy, decision making and operational effectiveness;
- To develop a strong and constructive working relationship with the CEO, as well as the Executive where applicable;
- To encourage regular self-evaluation by the Trust Board including inviting external reviews of governance at periodic intervals;
- To build strong relationships with the Vice-Chair(s) and Chairs of the Trust Board's Committees.

As well as the general experience, knowledge and skills expected of all Trustees, the Chair is expected to demonstrate the following:

- Significant experience of leadership and management, in line with the scale and ambition of the Trust;
- The experience, gravitas and relationship skills to inspire confidence in internal and external stakeholders;
- Tact, diplomacy and the ability to resolve challenging issues, including disputes, conflicts and complaints;
- Experience of governance, including financial management, risk management and safeguarding;
- Experience of managing governance processes, including shaping the agenda, chairing meetings, ensuring actions are followed up, hosting events.