

TRUST BOARD, TRUST COMMITTEES AND LOCAL GOVERNING BODIES TERMS OF REFERENCE



Please read in conjunction with the Scheme of Delegation

Definitions:

Members:	the founders of the company
Trustees:	constitute the Board
Governors:	constitute Local Governing Bodies

Trustees and governors may participate in any meeting through teleconferencing which is deemed to be in attendance at that meeting.

EXPENSES

It is not the policy of ESW to pay expenses to governors or trustees whilst they carry out their normal duties. However, when a trustee or governor wishes to submit a claim for an extraordinary expense arising from their duties (such as extended travel or accommodation), then he/she should do so using the standard staff claim form. This needs to be authorised for payment by the Chair of LGB (where appropriate) and the Chair of Board in all cases.

ELECTION OF CHAIR AND VICE CHAIR OF TRUST BOARD, TRUST COMMITTEES, LOCAL GOVERNING BODIES AND THEIR COMMITTEES (IF APPROPRIATE)

The clerk chairs the meeting for the duration of the election of chair and conducts the election. The newly elected chair conducts the election of the vice-chair. All appointments to LGBs are subject to ratification by the Trust Board.

- Trustees / Governors are asked for nominations prior to the meeting or during the meeting.
- Trustees / Governors are able to self-nominate.
- Trustees / Governors may be proposed by another trustees /governor.
- Nominations may be made by email.
- Nominations are accepted from trustees /governors who are unable to be present at the meeting.
- The candidate(s) is asked to leave the meeting.
- The election is conducted by a show of hands where there is one candidate.
- The election is conducted by secret ballot when there is more than one candidate.
- The candidate(s) returns to the meeting.
- The clerk announces the result with the candidate polling the majority of vote being duly elected.
- In the event of a tie, each candidate is given the opportunity to speak to the trustees /governors about their nomination and a further vote will be taken.
- In the event of a second tie, the decision will be taken by the Trust Board, in the case of an LGB, or the Members in the case of the Trust Board.



MEMBERS

Core Purpose

1. Responsibility for ensuring that the academy trust's charitable objective, 'advancing education for the public benefit', is being met.
2. Appoint up to eight trustees with the aim of creating a Board that;
 - a. Has wide experience of the strategy and management of complex organisations.
 - b. Has expertise of the range of schools in the trust.
 - c. Is balanced in terms of the geography of the trust.
 - d. Is balanced in terms of the gender of board trustees.
3. Appoint and remove auditors.
4. Amend the Articles.

TRUST BOARD

Core Purpose

To further the objects and vision of the Trust by:

- Strategic leadership of the academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy including determining what, if any, governance functions are delegated to the local tier.
- Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well-maintained.
- Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

A well-informed, supportive and challenging Board is an essential prerequisite for a successful Trust. Ultimate responsibility lies with the Trust Board which delegates responsibility to executives and committees as detailed in the Terms of Reference and Scheme of Delegation. Committees may refer any other matter to the Trust Board at their discretion.

In fulfilling its duties, the Board holds ultimate accountability for all activities of its schools and in doing so it respects and acknowledges the importance of local self-government and contexts in accordance with the principle of earned autonomy. The Chief Executive Officer (CEO) and Chief Financial and Operating Officer (CFOO) recommend to the Board any variation to this Scheme of Delegation when it is reviewed annually with regard to individual academies, depending on their situation.



Membership

1. Trustees as appointed by Members and those co-opted
2. CEO, if not appointed as a director, CFOO and Deputy CEO in attendance if required.
3. The Chair and Vice-Chair are elected annually.

Quorum

The quorum is 50% of the total number of non-executive trustees.

Meetings

The Board meets as required but at least six times per annum.

Terms of Reference

1. To agree the strategic aims and vision of the Trust; to monitor and evaluate progress towards their achievement.
2. To hold overall accountability for the educational achievement of all students in all schools in the Trust.
3. To hold overall accountability for the financial affairs of the Trust.
4. To ensure that the Trust and its schools are well-led and managed.
5. The Board remains accountable but delegates authority to take decisions and responsibility to Committees and LGBs in accordance with the Scheme of Delegation. This is reviewed annually. The Board receives regular reports from the Committees in order to fulfil its own responsibilities.
6. To appoint the members of Committees
7. To propose the appointment of Auditors



Finance Committee

Core Purpose

The Finance Committee focuses on the financial management and oversight of the trust.

Membership

1. 3 Trustees of the Trust Board (1-year term)
2. Up to 3 Local Governing Body (LGB) members (1-year term)
3. The CFOO and CEO are in attendance at this committee.

Chairman

Appointed by the Board and must be a Trustee.

Meetings

The committee meets as required but at least four times per annum. Decisions are taken by majority vote with at least two trustees voting in favour. All decisions must be ratified by the Board.

Terms of Reference

1. Scrutiny of quarterly accounts produced by the CFOO and presented at the appropriate Finance Committee meeting.
2. Receive the monthly management accounts produced for each school and engage with the CFOO on any matters arising (The committee may delegate this work to one or more of its members).
3. Review of annual budgets for each school for recommendation and approval by the Trust Board.
4. To authorise unbudgeted revenue and capital expenditure in accordance with the Financial Administration Policy.
5. Review and approval of internal proposals for the application of grants within the trust.
6. Act as remuneration committee for all schools in the Trust, setting Trust pay scales, ensuring all schools carry out performance management, and approving recommendations for progression.



Audit and Risk Committee

Core Purpose

The Audit and Risk Committee focuses on audit and risk management, ensuring internal controls and risk management processes are effective.

Membership

1. 3 Trustees of the Trust Board (1-year term)
2. Up to 3 Local Governing Body (LGB) members (1-year term)
3. The CFOO and CEO are in attendance at this committee.

Chairman

Appointed by the Board and must be a Trustee.

Meetings

The committee meets as required but at least four times per annum. Employees should not participate as members when audit matters are discussed. Decisions are taken by majority vote with at least two trustees voting in favour. All decisions must be ratified by the Board.

Terms of Reference

1. Perform the functions of an audit and risks committee, in accordance with the prevailing Academy Trust Handbook, reviewing risks to internal control through an agreed programme of work.
2. Oversee and approve the trust's programme of internal scrutiny.
3. Ensure that risks are being addressed appropriately through internal scrutiny.
4. Report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.
5. Annual review, update, and monitoring of the Risk Register.
6. Scrutiny of external audit plans and reports and ensure that appropriate actions are taken.



THE PERFORMANCE AND STANDARDS COMMITTEE

The Performance and Standards Committee is a committee of the Trust established under the terms of Clauses 100 to 106 of the Articles of Association of 2016.

Core Purpose

- To review and evaluate the effectiveness of the curriculum, teaching and learning; pupils' standards and progress; and teachers' CPD. In doing so, the committee should take account of the performance of the full range of different groups represented in the Trust's schools, including the most able, disadvantaged pupils, pupils with SEND, looked after children and pupils in different ethnic, social and ability groups.
- To keep under review the curriculum for the academies to ensure that all our schools apply the principles of equal opportunity and meet the requirements of the National Curriculum and relevant legislation including sufficient lessons and teaching time of in-school or remote lessons.
- To challenge how leaders are maximising expertise within the Trust to ensure a broad and balanced curriculum including scope and purpose.
- To keep under review the schools' self-evaluation process, and detail of the completed self-evaluation form (SEF).
- To receive reports on pupil performance and Trust priorities to submit reports and recommendations to the Trust Board as necessary.

Membership

The Membership comprises:

1. The Committee shall consist of a minimum of three Trustees appointed by the Trust. The Trust may appoint additional Trustees to increase the size of the Committee's membership. Membership of the Committee may also include additional persons who are not Trustees to add to the skills and expertise available. Such additional members (i.e. non-Trustees) will not be entitled to vote.
2. The quorum is 50% of the total number of non-executive Trustees.
3. The Committee shall be served by a trust clerk.
4. The Chair will be appointed by the full Trust Board.
5. The Committee may appoint a Vice/Deputy Chair if it so wishes.
6. In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
7. The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility includes matters relative to the Detailed Responsibilities of the Committee listed below, shall be expected to attend meetings of the Committee.
8. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into a confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the clerk.



9. The committee shall undertake an annual review of these terms of reference, and recommend any changes needed to the Trust Board for approval.

Detailed responsibilities

The Committee is also tasked with the following matters of detail:

1. To ensure that post-Ofsted Action Plans are completed appropriately and distribute copies to parents.
2. To ensure that as far as possible school is a place of safety, positive experience and enjoyment for pupils. This will include due regard to pupils' spiritual, moral, social, emotional and cultural development; safeguarding in the curriculum and effective policy implementation for bullying and racist incidents.
3. To ensure that pupils develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
4. To ensure pupils have opportunities to help them achieve future economic wellbeing, understand career options and acquire workplace skills.
5. Monitor and review curriculum-related policies.

Terms of Reference

1. Committee meetings will be held on an as-required basis but at least three times per year. These will follow Trust 'data drops'.
2. The Clerk will make a record of all proceedings at each meeting.
3. Minutes will be circulated to members within 14 days of the meeting and presented with the agenda for the next Trust Board meeting.
4. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.
5. Any matters which may be in conflict with the work of another committee must be referred to the Trustees.
6. Delegated Functions
Subject to the detailed requirements of the Trust's Scheme of Delegated Authority, the Committee:
(a) has the authority of the Trust to investigate any activity within its Terms of Reference; and
(b) may be requested to investigate anything by the Trust within the Committee's Terms of Reference.

The Committee may obtain independent professional advice in accordance with the Trust's procedures.



THE APPEALS COMMITTEE

Core Purpose

To hear appeals resulting from the decision of any Trust Committees or LGBs.

Membership

The membership comprises:

1. A minimum of three and maximum of six Trustees/Governors who have not taken part in relevant meetings.
2. A chairman is elected from those present at the meeting.
3. Members of staff or others with an interest may not be members of the Committee.
4. The Executive Principals and Chair of Board are not members and may be invited to attend to give advice but may not vote.

Quorum

The quorum shall be three, provided the majority are Trust Board Trustees.

Meetings

The committee meets as required and a Chairman selected from those present.

Terms of Reference

1. To consider and to make decisions on any appeals relating to staff issues including pay, redundancy, dismissal or staff grievances, in accordance with relevant Trust policies and scheme of delegation.
2. To consider appeals relating to cases of exclusion of a student from a school, in accordance with relevant Trust policies and scheme of delegation.



LOCAL GOVERNING BODY (LGB)

Core Purpose

It is accepted that a well-informed, supportive and challenging LGB is an essential prerequisite for a successful school. Ultimate responsibility lies with the Trust Board which delegates responsibility to each LGB as detailed in the Scheme of Delegation. This is reviewed annually or on the appointment of a new CEO. LGBs may decide to delegate responsibility to a committee with its own terms of reference.

Membership

The membership may comprise of:

1. The Headteacher of the school
2. Up to a maximum of 2 staff governors appointed or elected as decided by the LGB, there is no minimum and a governing body can operate without any staff governors
3. As many parent governors, appointed or elected, as decided by the LGB, there is no minimum and a governing body can operate without any parent governors
4. As many co-opted governors, as decided by the LGB and agreed by the Trust Board, there is no minimum

All governor appointments are subject to ratification by the Trust Board. There is no mandated upper or mandated minimum limit on the number of governors.

Trustees of the Trust may not be governors.

Trust Board Members, CEO, DCEO, CFOO and Directors of Education in attendance if required.

Quorum

The quorum is 50% of the membership.

Meetings

The LGB meets as required but at least three times per annum.

Terms of Reference

Within the overall framework and policies of the Trust:

1. To agree the strategic aims and vision of the school and approve its annual improvement plan; to hold the Head to account for progress towards their achievement.
2. To hold the Head to account for:
 - the educational achievement of all students in the school including progress and attainment of all groups of students.
 - the quality of teaching and learning and the curriculum.



- standards of personal development, and welfare, behaviour and attendance.
 - Leadership and management: performance management; staff development; safeguarding.
3. To provide regular reports to the Board in order to fulfil its own responsibilities.
 4. To understand the views of pupils, parents and carers, staff, and the wider community and to ensure that these views are used to inform decision making.