



## Terms of Reference

### For the Board of Trustees

#### **All trustees are required to:**

- Understand and follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life ("the Nolan Principles").
- Ensure regularity and propriety in use of the trust's funds and achieve economy, efficiency and effectiveness.
- Comply with relevant legislation including the requirements of the Articles of Association and the Scheme of Delegation.
- Ensure they understand their duties, rights and responsibilities.
- Guard against the misuse of information gained in the course of their trusteeship for personal gain, and not use the opportunity of service to promote their private interests or those of connected persons, firms, businesses or other organisations.
- Participate actively in the induction process and any relevant training.

Meetings of trustees will take place at least six times per year and in accordance with the Articles of Association, trust board meetings may take place virtually i.e. online.

The main responsibilities to be managed by the trustees are outlined below:

#### **Governance**

- To recommend amendments to the Articles of Association subject to any restrictions in the articles or the trust's funding agreement or charity law.
- To recommend changing the name of the academy trust.
- To elect (or remove) the Chairs and Vice Chairs of the trust board.
- To appoint (or dismiss) the Governance Professional to the trust board and its committees.
- To recruit, appoint or remove co-opted trustees.
- To decide which functions of the trust board will be delegated and to whom.
- To receive reports from any committees, monitoring pair or individual to whom a delegation has been made and to consider whether any further action by the trust board is necessary.
- To review the delegation arrangements annually.
- To consider, approve and present the Annual Report and Financial Statements to the members for scrutiny.
- To regulate the trust board's procedures where not set out in law.
- To agree the programme of work and calendar of meetings for the trust board and its committees for the school year (annual planner) based on known cycles of school improvement, financial management, staffing issues and communication.
- To establish and maintain a register of all interests (pecuniary, business and loyalty) of members and trustees.
- To agree the trust's induction and mentoring process for newly appointed or elected trustees and governors.
- To implement the trust's induction and mentoring process for newly appointed or elected trustees.

- To ensure the Executive Headteacher provides such reports as requested by the trust board and its committees to enable them to undertake their roles.
- To establish and keep under review a protocol and policy for trustees' and governors' visits to the schools
- To regularly undertake a skills audit and review trustees' performance.
- To audit individual and collective development needs and promote appropriate training.
- To establish or disband Local Governing Bodies (LGBs) and amend their delegated responsibilities
- To support the Chairs of LGBs in their roles.
- To appoint or remove the Chair and/or Vice-Chair of any trust LGB should the need arise.
- To undertake an annual self-evaluation of trust governance including structure and effectiveness.
- To ensure that the trust board complies with all legal requirements placed upon it through legislation or governance documents.

#### **Strategic**

- To determine and regularly review the vision, values and ethos for the trust.
- To set the medium and long-term vision for the trust and its schools, including strategic objectives and Key Performance Indicators (KPIs).
- To approve the establishment of subsidiary or linked establishments subject to legal and financial advice.
- To consider requests from other schools to join the trust.
- To consider requests from schools to leave the trust.
- To determine the scope of mandatory core services to be delivered by the trust.
- To determine those policies which will be mandatory for all academies within the trust.
- To develop and review a school buildings strategy.
- To review the trust Risk Register incorporating academy-level risk.
- To provide overview scrutiny and challenge of education and financial performance across the trust.
- To succession plan for the trust board and Executive team.

#### **Finance**

- To agree and regularly review the trust's financial scheme of delegation and limits (Finance Policy and Procedures, Investment Policy, financial responsibility and internal control).
- To appoint to the Finance, Audit and Risk Committee.
- To delegate responsibilities to the Finance, Audit and Risk Committee to assist the decision making of the trust board by enabling detailed consideration to be given to the best means of fulfilling the trust's responsibility for the sound management of finance and resources ensuring proper planning, monitoring and probity.
- To approve the annual contribution from each academy to the central trust budget.
- To approve the central trust budget and budget forecast return outturn (BFRO).
- To approve the individual academy budgets.
- To approve any significant changes to the approved budgets.
- To appoint the Accounting Officer.
- To approve the Annual Report and Accounts.
- To approve an expenses scheme for trustees and governors.
- To approve a Charging and Voluntary Contributions Policy.
- To approve a Gifts and Hospitality Policy.
- To approve a Finance Policy.
- To approve an Investment Policy.
- To approve a Revenue and Capital Reserves Policy.
- To approve Payroll Procedures.

**Audit**

- To recommend the appointment or removal of the External auditors to members.
- To approve arrangements for internal audit.

**Staffing**

- To appoint to the Pay Committee.
- To delegate responsibilities to the Pay Committee to ensure that high educational standards are achieved and maintained through the recruitment, development and reward strategies operated within the trust.
- To approve the staffing structure for the trust and academies within the trust.
- To approve an Equality Policy
- To approve a Support Staff Pay Policy
- To approve a Teachers' Pay Policy
- To approve a Support Staff Terms Policy
- To approve a Performance and Capability of Staff Policy
- To approve an Equality Information and Objectives Statement
- To approve a Bereavement Policy
- To undertake the Executive Headteacher performance management and salary review.
- To undertake the Executive Headteacher appointment.
- To dismiss or suspend the Executive Headteacher.
- To end the suspension of the Executive Headteacher.

**Curriculum and Standards**

- To discharge the duty as the responsible body for the standards of teaching and pupil outcomes across the trust.
- To delegate to LGBs the responsibility for monitoring standards within their respective schools.
- To receive regular reports on standards across the trust (progress and attainment) and achievements against school improvement plans and targets, together with attendance, pupil premium and vulnerable groups' data

**Health and Safety, Risk and Premises**

- To establish, review and maintain a buildings strategy and asset management planning arrangements.
- To approve capital projects bids/building works
- To approve a Lettings Policy

**Safeguarding**

- To appoint a trustee to take an overview of safeguarding across the trust
- To receive regular reports on safeguarding across the schools in the trust
- To ensure that trustees attend regular safeguarding training as an integral element of their role.
- To approve a Whistleblowing Policy.
- To ensure whistleblowing arrangements are in place across the trust and are regularly reviewed.

**Communication, Information and Complaints**

- To approve the trust prospectus.
- To oversee the trust website to ensure publication of relevant information to comply with legislation
- To approve a Freedom of Information Policy and Publication Scheme.
- To approve press statements.
- To approve a Complaints Policy and Procedures.
- To monitor the level of complaints across the schools in the trust.
- To approve a Data Protection Policy.

- To approve a Privacy Policy.
- To ensure compliance with the General Data Protection Regulation (GDPR).
- To ensure that there is effective communication between the trust and LGBs.
- To regularly review how the trust is regarded by staff, pupils and parents and the wider communities.
- To approve the trust's communication guidance.

**Other Matters**

- To consider and approve proposals for the cessation of extended services provision as appropriate.
- To approve any changes to the time of school sessions.

**Quorum**

- Article 117, subject to Article 119, states that the quorum for a meeting shall be any three trustees or where greater, any one third (rounded up) of the total number of trustees holding post at the date of the meeting.
- Article 119 states that, for the purpose of any vote on the removal of a trustee or Chair of Trustees, the quorum shall be two thirds (rounded up) of trustees who are at the time holding post.