



TERMS OF REFERENCE CHAIR'S FORUM

1. Constitution

- 1.1 The Trustees of Maiden Erlegh Trust (the Trust Board) hereby resolves to establish the Chair's Forum.

2. Membership

- 2.1 The Forum shall consist of a Trustee who will be appointed by the Trust Board as Chair and the Chair of the School Advisory Board from each school.

- 2.2 The membership of the committee for the 12 months from September 2023 are:

- 2.2.1 **1 x Trustee as Chair** – another Trustee may attend in their absence

2.2.1.1 Matt Copeland

- 2.2.2 **7 x Chair of School Advisory Boards (or another SAB representative in their absence)**

2.2.2.1 *Mary Morris – CBC*

2.2.2.2 *Lindsey Bowden – GHP*

2.2.2.3 *Christine Jones – HAM*

2.2.2.4 *Charlotte Cant – MEC*

2.2.2.5 *Phil Simmons – MER*

2.2.2.6 *TBC – MES*

2.2.2.7 *Mike Bellamy – OTS*

- 2.3 The Clerk to Trust Board will take minutes at the meeting of the Forum.

- 2.4 The Forum may invite attendance at meetings from the Chief Executive Officer, Executive Director of Education, or other persons from the Trust leadership team to assist or advise on a particular matter or range of issues.

3. Key responsibilities and purpose

- 3.1 Overall purpose and responsibility is to assist the Trust Board to discharge their responsibilities concerning the local governance of each Maiden Erlegh Trust school.

3.2 Main duties

3.2.1 To ensure that relevant concerns from SABs are reported to Trustees

3.2.2 To recognise and discuss common issues across the school communities

3.2.3 To provide an environment for open and honest discussion on matters of celebration and improvement

3.2.4 To provide feedback on areas of consultation requested by the Trust Board

3.2.5 To receive a regular information update from the Trust Board and ensure that key information is disseminated to each SAB

4. Proceedings at Forum meetings

- 4.1 The Forum shall meet once a term before the scheduled Trust Board meeting.



4.2 Any two Forum members can request that the Chair convene a meeting by giving no less than 14 days prior notice.

4.3 The Forum shall have no voting rights.

5. Reporting Procedures

5.1 Within 14 days of each meeting the Forum will

5.1.1 produce and agree minutes of its meetings;

5.1.2 produce a summary report identifying (i) recommendations to the Trust Board, (iii) any items for the information of the Trust Board, (iv) items for further discussion by the Trust Board (together called the "Forum Reports").

5.2 Meeting documentation and Forum Reports shall be submitted to the clerk and made available on the Trusts chosen document storage system.

5.3 Meeting documentation will be made available to members of the Forum at least 7 days in advance of the next meeting.

5.4 Forum Reports will be made available to Trustees at least 7 days in advance of the next meeting of the Trust Board.