



Maiden Erlegh Trust (the Trust)

Compliance Committee

Terms of Reference

1. Constitution

- 1.1 The Trustees of Maiden Erlegh Trust (the Trust Board) hereby resolves to establish an operational committee of the Trust Board to be known as the Compliance Committee (the Committee) who will report into the Audit and Risk committee.

2. Membership

- 2.1 The Committee shall be chaired by a Trustee and will consist of the Head of School Operations, Head of Trust Operations, all School Business Managers and key central service department representatives.

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

2.2.1 Chair (Trustee)

2.2.1.1 John Hobson

2.2.2 Head of School Operations

2.2.2.1 Julie Foster

2.2.3 Head of Trust Operations

2.2.3.1 Jo Ricketts

2.2.4 Estates Manager

2.2.4.1 Rick Austin

2.2.5 MIS Manager

2.2.5.1 Michelle Tegala

2.2.6 Business Managers

2.2.6.1 Nicola Down - BHP

2.2.6.2 Abigail Kendall – CBC

2.2.6.3 Chloe Barrett – GHP

2.2.6.4 Emma Conroy – HAM

2.2.6.5 Annabelle Gehlot – MEC

2.2.6.6 Nicola Scott – MES

2.2.6.7 Charlotte Swart – MER

2.2.6.8 Kerri Wiseman – OTS

- 2.3 The Company Secretary shall act as the Clerk to the Committee.

- 2.4 Any member of the Trust Board has the right to attend any meeting of the Committee.

- 2.5 The Committee may invite attendance at meetings from other persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair.

3. Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the matters set out in the Schedule and will submit meeting minutes termly to the Audit and Risk committee.
- 3.2 The Committee do not have any voting rights but can advise and make recommendations to the Audit and Risk committee for them to consider.

4. Proceedings at Committee meetings

- 4.1 The Committee shall meet as often as is necessary to fulfil its responsibilities but shall meet at least three times a year.
- 4.2 The quorum for the transaction of the business of the Committee shall be a majority of those listed within 2.2 Membership.
- 4.3 In the event that the Chair (Trustee) cannot attend a meeting, they are permitted to ask another member of the Trust Board to chair the meeting on their behalf.
- 4.4 In the event that the Head of Trust Operations or Head of School Operations cannot attend a meeting, they are permitted to ask another Trust Lead to attend on their behalf.
- 4.5 The Committee will not be granted voting rights as it is an operational committee. If a matter is to be considered for approval this will be presented by the Committee as a proposal and recommendation to the Audit and Risk Committee.
- 4.6 A register of attendance shall be kept for each Committee meeting and published annually in compliance with the requirements of the Academies Trust Handbook.

5. Authority

- 5.1 The Committee is authorised by the Trust Board to:
 - 5.1.1 Carry on any activity authorised by these terms of reference; and
 - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6. Reporting Procedures

- 6.1 Within 14 days of each meeting the Committee will produce and agree minutes of its meetings.
- 6.2 The Committee meeting documentation shall be submitted to the clerk and made available on the Trusts chosen document storage system.
- 6.3 The Committee meeting minutes will be made available to Trustees at least 7 days in advance of the next meeting of the Audit and Risk Committee.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

- 6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome to the Audit and Risk Committee.

Schedule of Responsibilities of the Compliance Committee

Strategic Plan Objectives

- Statutory Compliance

Scope

To ensure compliance for Health and Safety, GDPR, Procurement, Statutory Returns, HR/Payroll and Training across areas of the organisation.

Collectively reviewing the key compliance areas delegated by the Audit and Risk Committee and identifying any areas for attention or improvement, actively taking actions back across the Trust.

General

Reviewing or investigating any other matters referred to the Committee by the Audit and Risk Committee.

Review the committee's membership and effectiveness on an annual basis to ensure it has the relevant skills and experience.

Drawing any significant recommendations and matters of concern to the attention of the Audit and Risk Committee.