



CHAIRS FORUM TERMS OF REFERENCE

1. *Constitution*

- 1.1 The Trustees of Maiden Erlegh Trust (the Trust Board) hereby resolve to establish a Chairs' Forum.

2. *Membership*

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

- 2.2 The membership of the committee for the 12 months from September 2025 are:

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

2.2.1.1 Jane Williams

- 2.2.2 **9 x Chair of School Advisory Boards (or another SAB representative in their absence)**

2.2.2.1 Stephen Weeks – BHP

2.2.2.2 Charlotte Thackeray – CBC

2.2.2.3 Lindsey Bowden – GHP

2.2.2.4 Christine Jones – HAM

2.2.2.5 Charlotte Cant – MEC

2.2.2.6 Phil Simmons – MER

2.2.2.7 Ruth Evans – MES

2.2.2.8 Brian Poxon – OTS

2.2.2.9 Bob Kenwick - RIV

- 2.3 The Lead Governance Professional shall act as Clerk to the Forum.

- 2.4 The Forum may invite attendance at meetings from the Chief Executive Officer, 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.

4. *Main duties*

- 4.1 To ensure that relevant concerns from SABs are reported to Trustees
- 4.2 To recognise and discuss common issues across the school communities
- 4.3 To provide an environment for open and honest discussion on matters of celebration and improvement
- 4.4 To provide feedback on areas of consultation requested by the Trust Board
- 4.5 To receive a regular information update from the Trust Board and ensure that key information is disseminated to each SAB



5. *Proceedings at Forum meetings*

- 5.1 The Forum shall meet once a term after the School Advisory Board meetings and before a scheduled Trust Board meeting.
- 5.2 Any two Forum members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 5.3 The Forum shall have no voting rights.

6. *Reporting Procedures*

- 6.1 The Forum will:
 - 6.1.1 ensure any reports to the Forum are made available on the Trust's chosen document storage system at least seven days before the Forum meeting.
 - 6.1.2 within 14 days of each meeting, produce and agree minutes of its meeting which will be made available to all Forum members and Trustees on the Trust's chosen document storage system.
 - 6.1.3 at the next Trust Board meeting, provide a verbal 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.