



## Maiden Erlegh Trust (the Trust)

### TRUST BOARD

#### Terms of Reference

#### **1. Purpose**

- 1.1 The Trust Board is the ultimate accountable and responsible body and has overall responsibility and ultimate decision-making authority for all the work of the Trust. The Trust Board is responsible for establishing the strategic vision, values and ethos of the Trust and for modelling the behaviours expected of all staff within the organisation.
- 1.2 The Trust Board will put the wellbeing and highest quality education of children first, and will monitor, challenge and support the executive team, understanding the challenges and pressures on schools and helping leaders navigate these issues with sensitivity, optimism and ambition. The Trustees will act with integrity and honesty in all dealings.
- 1.3 The Trust Board fulfils its responsibilities through strategic planning and by the setting of policy and standards as well as taking responsibility for the oversight and management of risk. The Trustees have the power to direct change where required.
- 1.4 The Trustees will be supported by four Trust sub-committees; Finance and Operations, Audit and Risk, Educational Standards and Culture & Environment. Each committee is chaired by a Trustee, and the majority of committee members are Trustees. This ensures that devolved decision-making can take place, subject to adherence to the Scheme of Delegation. In addition to this there will be Local Advisory Boards and Trust Scrutiny Leads in place.
- 1.5 The day to day management and responsibility for the running of the Trust is delegated in line with the Scheme of Delegation.

#### **2. Membership**

- 2.1 The membership of the Trust Board is outlined in the Articles of Association (Article 45-49).
- 2.2 The Chief Executive Officer (Accounting Officer) and Chief Financial and Operations Officer will ordinarily attend the meeting in a non-voting capacity.
- 2.3 The Trust has resolved not to have an ex-officio Trustee.
- 2.4 The **Company Secretary** shall ensure that a clerk is provided to take minutes at the meeting of the Committee.
- 2.5 The term of office of any member of the Trust Board is for a period of four years and, subject to Article 64, is eligible for re-appointment or re-election at the next General Meeting.
- 2.6 The role of Chair and Vice-Chair are elected on an annual basis, in line with Article 82.



**3. Quoracy**

- 3.1 The quorum for a meeting of the Trust Board and subsequent vote on any matter shall be any three Trustees or a minimum of one third (rounded up) of the total number of Trustees holding office on the date of the meeting.

**4. Frequency of Meetings**

- 4.1 The Trust Board shall meet at least 6 times per annum

**5. Reporting Procedures**

- 5.1 Within 14 days of each meeting the Clerk will:

5.1.1 Produce and agree minutes of its meetings.



**Responsibilities of the Trust Board**

- Trust Strategic Planning
- Trust Financial Performance, including budget planning and
- Adherence to the Academies Trust Handbook
- Risk Management
- Central Management Team Strategy
- Transition Board and Sponsored School Improvement Plans
- Performance Management Procedure and Impact
- Approval of Statutory & Trust Policies
- Approval of Admissions Arrangements across the Trust
- Statutory Compliance

<b>TSL</b>	<b>Areas for Scrutiny</b>
Educational Standards and in-Trust variation	<p>Chair of the Educational Standards Committee to provide a termly summary at Trust Board meetings, identifying (i) committee decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board, (iv) items for further discussion by the Trust Board and (v) items of be communicated to the Local Advisory Boards.</p> <p>Key scrutiny areas on the performance of <u>all</u> schools in respect of:</p> <ul style="list-style-type: none"> <li>• SIP progress (Student Outcomes)</li> <li>• Attainment and progress of students across the Trust</li> <li>• Quality of Teaching, Learning and Assessment</li> <li>• Setting of targets and educational KPI's</li> <li>• In-Trust variation</li> <li>• Development of staff</li> <li>• Reviewing Self-evaluation forms and School Improvement Plans</li> <li>• Quality of Leadership and Management (LAB effectiveness)</li> </ul> <p>Review relevant policies eg:</p> <ul style="list-style-type: none"> <li>• Reporting and Assessment</li> <li>• Pupil Premium Strategy and Impact Report</li> </ul>
Safeguarding/ Behaviour/ Equalities/ SEND	<p>Chair of the Culture and Environment Committee to provide a termly summary at Trust Board meetings, identifying (i) committee decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board, (iv) items for further discussion by the Trust Board and (v) items of be communicated to the Local Advisory Boards.</p> <p>Key scrutiny areas on the quality in <u>all</u> schools of:</p> <ul style="list-style-type: none"> <li>• Effectiveness of Behaviour Policy</li> <li>• Attendance and persistent absence</li> <li>• Safeguarding</li> <li>• Effectiveness of Anti-bullying Policy</li> <li>• Effectiveness of Equality Policy</li> <li>• Pastoral provision – internal and impact of outside agencies</li> </ul> <p>Review relevant policies eg:</p>



	<ul style="list-style-type: none"><li>• Behaviour and Attendance</li><li>• Anti-bullying</li><li>• Child Protection</li><li>• Annual Safeguarding Report</li><li>• SEND Information Report</li><li>• Equalities Policy and Access Plan</li></ul>
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