



## Trust Board and Committee Terms of Reference 2022 – 25

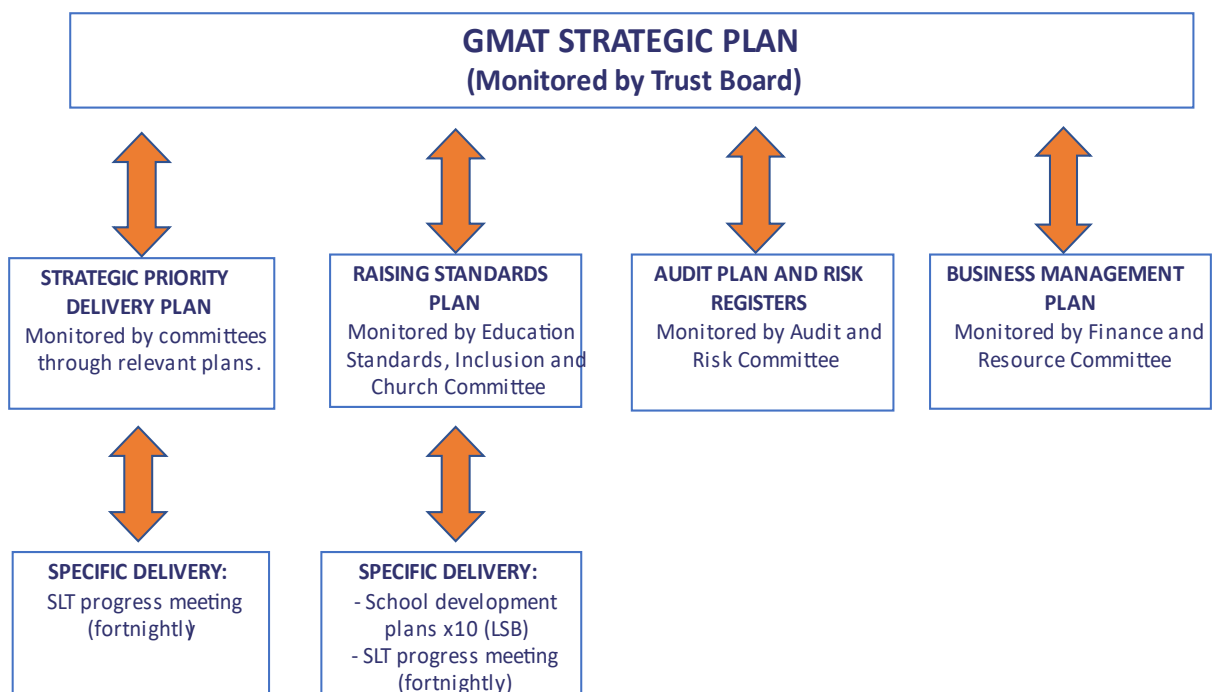
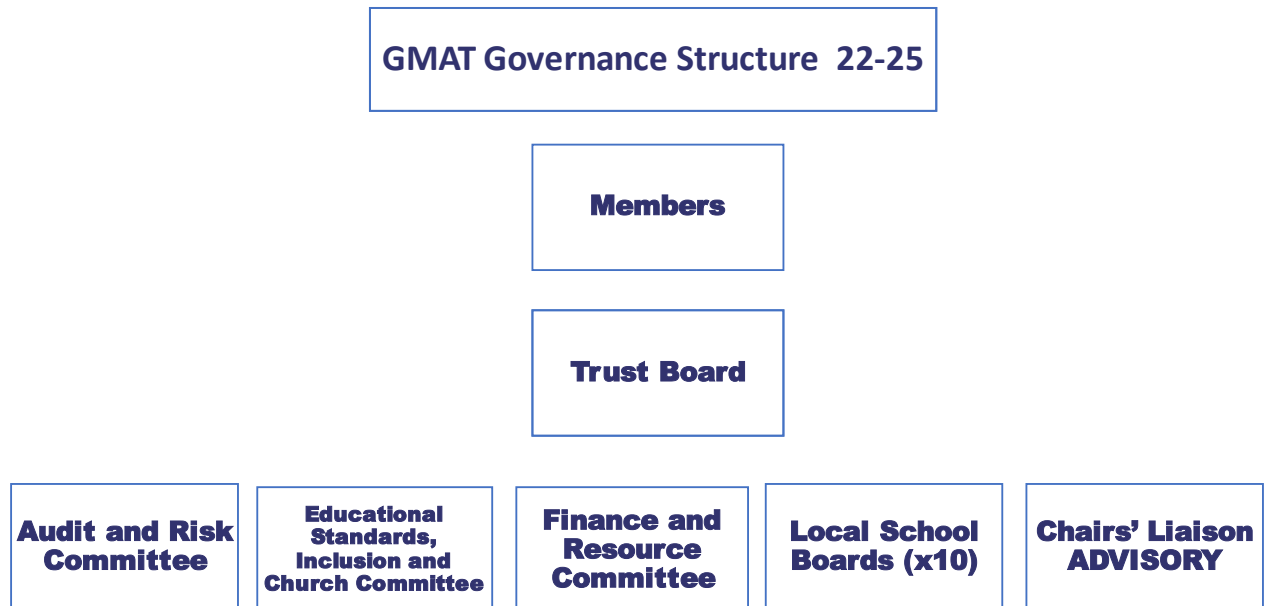
Document Control			
Review period	24 Months	Next review	August 2025
Owner	CEO	Approver	Trust Board

Date of changes:		July 2023
Page/ Section	Changes to note	Reason for change <i>e.g. change in legislation</i>
13	<b>Removed:</b> Up to two employees of the school, elected by employees of the school (Staff Local Governors); and	Change in composition of LSB
13	<b>Removed:</b> Up to 2 elected members of staff	Change in composition of LSB
13	<b>Changed:</b> A specified number of Trust Board appointed members who will in general be individuals proposed by the LSB. <b>To</b> Five Trust Board appointed members, or three (3) in faith schools, who will in general be individuals proposed by the LSB.	Change in composition of LSB
13	<b>Removed:</b> Staff members can be appointed provided always that the total number of internal school staff on the LSB should not exceed one-third of the total membership.	Change in composition of LSB
13	<b>Added:</b> LSB's may appoint 2 associate local staff members. These members will not be entitled to vote or be part of any delegated decision making process.	Change in composition of LSB
14	<b>Added:</b> A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.	Change in composition of LSB
14	<b>Added:</b> Where there is deemed to be a conflict of interest between a governor and a staff member at the school, Trustees have the right to request the governor transfer to another LSB within the Trust where practicable or request that the governor step down.	Change in composition of LSB
15	Added Michael McCarthy and James Richardson to the Trust Board Committee Membership	New Trustees since the last document update.
15	Removed Vince Peel, Yvonne Joy from the Trust Board Committee Membership	Resigned since the last document update.
16	Added Sophie Long, Lynne Richards, Kevin Beston to Chairs the Trust Board Committee Membership	New COG since the last document update.
Date of final approval:		

## Contents

Governance structure	3
Trust Board	4
Education Standards, Inclusion and Church Committee	6
Audit and Risk Committee	7
Finance and Resource Committee	9
Remuneration Committee	10
Local School Boards	12
Chairs' Liaison Advisory Group	13
Trust Board and Committee Members 2022-25	14

# 1. GMAT Governance Structure



**Ambition**

**Inclusion**

**Integrity**

## 2. The Trust Board

### 2.1 Membership

All individuals as appointed by the Members/subscribers to the Trust's Memorandum of Association.

### 2.2 Quorum

The quorum necessary for the transaction of business shall be 3 Trust Board members present in person  
or by telephone/video conference

### 2.3 Frequency of Meetings

The Trust Board shall meet at least three times a year at appropriate times and otherwise as required.

### 2.4 Minutes

The Clerk to the Board or their nominee shall minute the proceedings and resolutions of meetings of the Board.

Draft minutes of the Board meetings shall be circulated and, once agreed, to all members of the Board. Minutes will be made publicly available unless the press and public are excluded for reasons of commercial sensitivity or personal information.

### 2.5 Notice of Meetings

Meetings of the Trust Board shall be called by the Clerk to the Board at the request of the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with agenda of items to be discussed, shall be forwarded to each member of the Board and any other person required to attend, giving 7 working days' notice.

### 2.6 Terms of Reference

- Approval of the Trust's mission, strategy and long-term business plans;
- Approval of the Key Performance Indicators;
- Approval of systems of control and accountability, including financial and operational controls and risk assessment; and procedures for handling internal grievances and managing conflicts of interest;
- To receive annual audited accounts and financial reports
- Monitoring of the Trust's performance against approved plans and KPIs;
- To agree constitutional matters, including procedures where the Board has discretion;
- To hold at least three Board meetings a year;
- To appoint or remove the Chair and Vice Chair;
- To establish the committees of the Board and their terms of reference;
- To appoint the Chair of any committee;

- To appoint, suspend or remove a Board member;
- To decide which functions of the Board will be delegated to committees, groups and individuals, including the Chief Executive;
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Board is necessary;
- To approve the strategic budget plan and the formal budget plan of the financial year;
- To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate;
- To review the delegation arrangements annually.
- Approve policies, delegate to committees as appropriate

## 2.7 Scrutiny Role

- To maintain an overview of the Trust's performance management arrangements.
- To review selected aspects (both policy development and operation) of the Trust's programmes of improvement.
- To review selected aspects of the Trust's systems and organisational effectiveness.
- To consider the progress in implementing the Trust 3-year business plan against the measures of success.
- To make recommendations to the Trust Board and/or the Executive as appropriate.
- To review progress on recommendations made.

## 2.8 Other Matters

- Appointment of CEO and Chief Finance Officer of the Trust
- Consideration of Stakeholder engagement strategy and feedback from same in order to determine corporate direction
- To obtain, at the Trusts expense, outside legal or other professional advice on any matter within its terms of reference
- To call any employee to be questioned at a meeting of the Board as and when required.

## 2.9 The Role of the Chair of the Trust Board

- Provide leadership to the Trust, ensuring that its business is carried out efficiently and that Trustees exercise collective responsibility.
- Ensure that the Board sets a strategy, vision and values appropriate to its objectives.
- Ensure that the Board sets policies, defines goals and sets targets to deliver its objectives and that they are implemented and that performance against them is monitored.
- Ensure that the reputation of the Trust is safeguarded.
- Ensure that the Board oversees the financial stability of the Trust and that the Trust meets all its statutory obligations.
- Ensure arrangements are in place for the evaluation of the performance of the Trust Board, its sub-committees, and the Chief Executive.

- Ensure that Trustees recognise the distinction between governance and executive leadership and management and demonstrate this in the conduct of Trust business so that the Board focuses on strategy, performance and accountability.
- Ensure that the business of the Board is conducted properly and effectively, in accordance with the Code of Conduct and legal and regulatory requirements. Ensure the provision of accurate, timely and clear information to Trust Board members.
- Together with the Chief Executive ensure the Trustees and the Leadership Team work together effectively.
- Ensure effective communication with staff, parents and pupils, the public and other stakeholders.
- Together with the Chief Executive to represent the Trust and Board to the Secretary of State, key officials within the DfE and the ESFA and other significant stakeholders.
- Together with the Chief Executive to advocate to the Secretary of State, DfE, ESFA and other significant stakeholders the values, mission, key achievements and concerns of the Trust.
- Act as an ambassador for the Trust, promoting its key values and vision, at a local, regional national and international level.
- In the event that the Chair is unavailable to carry out the duties set out above then the Vice Chair will automatically assume those duties.

## **2.10 The Role of the Clerk to the Board**

- To work effectively with the Chair of the Board, the other Board members and the Chief Executive to support the Board;
- To advise the Board on constitutional and procedural matters, duties and powers;
- To convene meetings of the Board;
- To attend meetings of the Board and ensure minutes are taken;
- To maintain a register of members of the Board and report vacancies to the Board;
- To give and receive notices in accordance with relevant regulations;
- To perform such other functions as may be determined by the Board from time to time.

## **2. The Education Standards, Inclusion and Church Committee (ESICC)**

### **3.1 Membership**

Members of the ESICC shall be appointed by the Board and shall be made up of at least 3 trustees. Additionally, up to two external co-opted members may be appointed.

Only members of the ESICC have the right to attend ESICC meetings. However, other individuals such as the Chief Executive and representatives from academies may be invited to attend all or part of a meeting as and when appropriate, but not vote.

Appointments to the ESICC shall be for a period of up to three years, which may be extended for further periods.

The Board shall appoint the Chair of the Committee.

### **3.2 Quorum**

The quorum necessary for the transaction of business shall be 2 trustees present in person or by

telephone/video conference. No vote on any matter shall be taken at a meeting of the committee unless

the majority of members present are trustees.

### **3.3 Frequency of Meetings**

The Committee shall meet at least three times a year at appropriate times and otherwise as required.

### **3.4 Minutes**

The Clerk to the Board or their nominee shall minute the proceedings and resolutions of meetings of the Committee.

Draft minutes of the Committee meetings shall be agreed by the Chair, then circulated to all members of the Committee. Minutes will be made available to the Trust Board, and publicly available on request, unless the Trust Board is satisfied that part or all thereof should remain confidential due to the nature of the matters discussed.

### **3.5 Notice of Meetings**

Meetings of the Trust Board shall be called by the Clerk to the Board at the request of the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Committee and any other person required to attend, giving 7 working days' notice.

### **3.6 Role of the Chair of the committee**

- To drive and lead the business of the Committee and ensure meetings are conducted properly, in accordance with legal requirements;
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

### **3.7 Terms of Reference**

- Consideration of the evidence in meeting the Key Performance Indicators set by the Trust and to hold the Leadership Team to account.
- Consideration of evidence about the academic attainment and progress of students over time
- Consideration of evidence relating to Church of England schools in the Trust about the distinctiveness and effectiveness of the schools as church schools.
- Consideration of the evidence about attendance and behaviour of students



- Consideration of evidence about the quality of teaching and learning provided to students
- Evaluate the impact of specific and/or additional funding streams relevant to ESICC
- Consideration of the evidence about the range and quality of extra-curricular provision experienced by students
- Oversight of the Trust's talent management strategy
- To consider the views of parents and students about the quality of provision
- Consideration and approval of the curriculum and extra curriculum provision and the teaching and support staff resources required to deliver the entitlement curriculum in the academies
- Consideration and approval of the of the Academies Improvement Plans – short and medium term

### **3.8 Other Matters**

- Have access to sufficient resources (expenditure above £500 shall require Board approval) in order to carry out its duties, including access to the Clerk to the Board for assistance as required;
- Give due consideration to the Ofsted and SIAMs Inspection Framework and the published policies of the Secretary of State and guidance of the Diocesan Board of Education;
- Oversee any investigation of activities which are within its terms of reference;
- Arrange for periodic reviews as part of the overall Board and ESICC evaluation process, review its
- own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

## **3. The Audit and Risk Committee**

### **4.1 Membership**

Members of the Audit and Risk Committee shall be appointed by the Board and shall be made up of at least 3 members. Additionally, up to two external co-opted members may be appointed provided there is not an even number of members.

A majority of all members of the Audit and Risk Committee shall have recent and relevant financial experience. The Chair may not be a member of any other sub-committee.

The Board shall appoint the Audit and Risk Committee Chair.

Only members of the Audit and Risk Committee have the right to attend Audit and Risk Committee meetings. However, other individuals such as the Chief Executive, Chief Finance Officer and other

individuals (including representatives of external advisers) may be invited to attend all or part of any meeting

as and when appropriate, but not vote.

The external auditors will have a right to attend meetings of the Audit and Risk Committee on a regular basis.

The internal auditors may attend by invitation.

Appointments to the Audit and Risk Committee shall be for a period of up to three years, which may be

extended for further blocks of three years.

#### **4.2 Quorum**

The quorum necessary for the transaction of business shall be 2 members present in person or by telephone.

#### **4.3 Frequency of Meetings**

The Committee shall meet at least three times a year at appropriate times and otherwise as required.

#### **4.4 Minutes**

The Clerk to the Board or their nominee shall minute the proceedings and resolutions of meetings of the Committee.

Draft minutes of the Committee meetings shall be circulated and, once agreed, to all members of the

Committee. Minutes will be made available to all academies within the Trust.

#### **4.5 Notice of Meetings**

Meetings of the Committee shall be called by the Clerk to the Board at the request of the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend, giving 7 working days' notice.

#### **4.6 Role of the Chair of the Committee**

- To drive and lead the business of the Committee and ensure meetings are conducted properly, in accordance with legal requirements;
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

#### **4.7 Terms of Reference**

##### **4.7.1 Role**

- The role of the Audit & Risk Committee is to maintain an oversight of the Trust's governance, risk management, internal control and value for money framework. It will report its findings annually to

the Board and the Chief Executive as a critical element of the Trust's annual reporting requirements.

- The Audit Committee has no executive powers or operational responsibilities/duties.

#### **4.7.2 Internal Control**

- The Committee shall ensure that the internal control systems, including audit activities, of the Trust
- and any of its subsidiaries is monitored actively, independently and objectively in order to:
  - improve the effectiveness of the Trust's internal controls
  - reinforce the independence and effectiveness of the internal audit function
  - provide a sounding board for Trust management on issues of concern in connection with the Trust's internal control systems
  - advise on the reliability of the Trust's information systems and processes
  - review Trust financial statements and budgets (Revenue & Capital)
  - Advise the Trust Board on the appointment of internal and external auditors and providers of key financial systems i.e. Bank and General Ledger
  - Approve/consider procurement recommendations in line with Financial Regulations
  - underpin the objectivity and independence of the external auditors
  - increase stakeholder confidence in the objectivity and fairness of the Trust's financial reports and in the quality of the Trust's corporate governance.
- To provide a medium of communication from the Trust's auditors to the Trust, which is seen to be independent of Trust management.
- To ensure that financial transactions are undertaken in accordance with the Trust's financial regulations.

#### **4.7.3 Risk Management and Value for Money Framework**

The Audit and Risk Committee shall:

- To act as the Trusts Risk Management Group
- Review the procedures for risk assessment of health and safety matters in academies and to ensure
- that health and safety issues are appropriately prioritised for action.
- Report on value for money of the Trust on a regular basis taking into account relevant comparator review the timeliness of, and reports on, the effectiveness of corrective action taken by the Trust's management;
- Review and approve the statements to be included in the annual report concerning internal controls and risk management, prior to consideration by the Board;
- Receive reports from external bodies (for example the ESFA) and consider any issues raised along with management responses and action plans; and

- Review the Trust's codes of conduct, ethics and related corporate responsibility policies and how these are communicated and monitored.
- To review staff pension arrangements

#### **4.7.4 Whistleblowing**

The Audit and Risk Committee shall:

- Review the adequacy and security of the Trust's arrangements for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters;

#### **4.8 Delegated Authority**

- The Audit Committee is a Committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee, external audit, internal audit or other assurance provider.
- The Audit Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Chief Executive and/or Chair of the Trust. However, the Audit Committee may not incur expenditure in excess of £5,000 in doing so without the prior approval of the Board.

## **4. The Finance and Resource Committee**

### **5.1 Membership**

Members of the Finance and Resource Committee shall be appointed by the Board and shall be made up of least 3 members. Additionally, up to two external co-opted members may be appointed provided there is not an even number of members.

Members of the Finance and Resource Committee shall have recent and relevant financial, HR, estates or school resourcing/staffing experience.

Only members of the Finance and Resource Committee have the right to attend Finance and Resource Committee meetings. However, other individuals such as the Chief Executive, Chief Finance Officer and other individuals (including representatives of external advisers) may be invited to attend all or part of any meeting as and when appropriate, but not vote.

Appointments to the Finance and Resource Committee shall be for a period of up to three years, which may be extended for further blocks of three years.

## **5.2 Quorum**

The quorum necessary for the transaction of business shall be 2 members present in person or by telephone.

## **5.3 Frequency of Meetings**

The Committee shall meet at least three times a year at appropriate times and otherwise as required.

## **5.4 Minutes**

The Clerk to the Board or their nominee shall minute the proceedings and resolutions of meetings of the Committee.

Draft minutes of the Committee meetings shall be circulated and, once agreed, to all members of the Committee. Minutes will be made available to all academies within the Trust.

## **5.5 Notice of Meetings**

Meetings of the Committee shall be called by the Clerk to the Board at the request of the Chair. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend, giving 7 working days' notice.

## **5.6 Role of the Chair of the Committee**

- To drive and lead the business of the Committee and ensure meetings are conducted properly, in accordance with legal requirements;
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

## **5.7 Terms of Reference**

- To consider/approve Trust/Academy annual budgets and three-year plans making recommendations where necessary
- To consider/approve Trust/Academy capital funding
- To hold Academy Principals and Chairs of Local School Boards to account for financial planning and performance
- To recommend to the Trust Board, the adoption of a three-year business plan and annual budgets.
- To review arrangements for securing value for money, solvency and safeguarding of assets.
- To investigate, or commission investigations into, variations in financial performance from budgeted targets.

- To consider in detail reports from the Chief Executive on issues related to assets, liabilities and capital.

## **5. The Remuneration Committee (RC)**

### **5.1 Membership**

Members of the RC shall be appointed by the Board and shall be made up of at least 3 trustees.

Additionally, up to two external co-opted members may be appointed. Members of this committee will usually

be the same as the Finance and Resource Committee given the respective terms of reference being interrelated.

Only members of the RC have the right to attend RC meetings. However, other individuals such as the Chief Executive and Chief Finance Officer may attend but not vote.

Appointments to the RC shall be for a period of up to three years, which may be extended for further periods.

The Board shall appoint the Chair of the Committee.

### **5.2 Quorum**

The quorum necessary for the transaction of business shall be 2 trustees present in person or by

telephone/video conference. No vote on any matter shall be taken at a meeting of the committee unless

the majority of members present are trustees.

### **5.3 Frequency of Meetings**

The Committee shall meet at least once per year usually following on from the Finance and Resource

Committee and to fit with the performance management schedule of head teachers and senior central staff.

### **5.4 Minutes**

The Clerk to the Board or their nominee shall minute the proceedings and resolutions of meetings of the Committee.

Draft minutes of the Committee meetings shall be agreed by the Chair, then circulated to all members of

the Committee. Minutes will be made available to the Trust Board, and publicly available on request, unless

the Trust Board is satisfied that part or all thereof should remain confidential due to the nature of the matters discussed.

### **5.5 Notice of Meetings**

Meetings of the Trust Board shall be called by the Clerk to the Board at the request of the Chair.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall be forwarded to each member of the Committee and any other person required to attend, giving 7 working days' notice.

### **5.6 Role of the Chair of the committee**

- To drive and lead the business of the Committee and ensure meetings are conducted properly, in accordance with legal requirements;
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.

### **5.7 Terms of Reference**

- To determine salaries of senior staff: Headteachers, senior staff with central or cross-Trust roles in line with Trust Pay policy
- To ensure salaries recommended by the line managers of senior staff are justified and in line with sector averages and affordable to the Trust
- To ensure there is equity in the way pay is determined for senior leaders in schools and for the Trusts executive
- To consider future senior leadership structures and remuneration
- Consider and determine any pay increases recommended by the CEO for other senior Trust staff both centrally and school based. Senior staff shall include head teachers, members of school leadership teams who are paid £60,000 or more and any central Trust staff with a salary of £40,000 or above.
- To review business cases/rationales for pay increases of senior staff in line with pay policy
- Set remuneration of the Chief Executive Officer and consider the annual performance management review of the CEO carried out by the Chair of the Trust which considers performance against key objectives
- Consider appeals against pay decisions in line with the Trust Pay Policy

## **6. The Local School Boards (LSBs)**

### **6.1 Membership**

- Each LSB comprises a maximum of nine members (which we refer to as Local Governors), including: the Headteacher.
- At least two elected parents or guardians of a pupil at the school (Parent Local Governors);
- And Up to five Trust Board appointed local governors.

Each LSB shall have a Chair and a Vice-Chair. The length of service of all Local Governors shall be 4 years. Subject to remaining eligible to be a Local Governor, any Local Governor may be reappointed or re-elected at the end of his or her term. Every person wishing to become a Local Governor will be required to sign a declaration of acceptance and of willingness to act as a Local Governor, or as prescribed by the Trust Board from time to time, and shall make disclosures for the purposes of a criminal records check by the Disclosure and Barring Service.

LSB compositions are proposed by the LSB and must be approved by the Trust Board. There should be provision for at least two parent members to be elected, or otherwise appointed in accordance with the Articles. In the case of appointment, an eligible individual will be nominated by the LSB and appointed by the Trust Board.

The Headteacher is a member of the LSB

Five Trust Board appointed members, or three (3) in faith schools, who will in general be individuals proposed by the LSB.

*Additional requirements for Church of England Academies:*

- 25% of LSB members, being at least two such members, will be appointed by the York Diocesan Board of Education (YDBE) in accordance with the YDBE's appointment processes.
- All LSB members of Church schools shall be required to sign an undertaking in a form acceptable to the YDBE to uphold the designated religious character of the Academy.
- The LSB composition of Church schools require the agreement of the York Diocesan Board of Education.

An LSB should consist of at least seven (7) members and no more than nine (9) members. LSB's may appoint associate members with a specific remit, for a fixed term of office: these members will not be entitled to vote or be part of any delegated decision-making process

## **6.2 Quorum**

The quorum for meetings of the LSB and for any vote on a matter at such meetings is one half of the total number of Local Governors in office at that time (rounded up to the nearest whole number).

## **6.3 Frequency of Meetings**

A minimum of three meetings of the LSB will be held in over an academic year. The LSB need to be mindful of timings of such meetings (held within core times), having due regard for work life balance of employees.

## **6.4 Clerking of meetings and Minutes**

Clerk to the Local Governing Body

The Trust appoints the Clerk their responsibilities / functions of the Clerk to the LSB are as follows:

- convene meetings of the LSB including sending notices and papers of meetings;
- attend meetings of the LSB and ensure minutes are produced;



- maintain a register of members of the LSB including their terms of office and report any vacancies to the LSB;
- maintain a register of business interests of LSB members;
- maintain a register of Local Governors' attendance at meetings and report on non-attendance to the LSB;
- report to the LSB as required on the discharge of the Clerk's functions; and
- perform such other functions as shall be determined by the LSB from time to time.

Attendance at each LSB meeting, issues discussed and recommendations for decisions shall be recorded and the minutes signed by the Chair at the next meeting of the LSB. The written record (once approved by the Chair of the relevant LSB meeting) shall be forwarded by the Clerk to the LSB to the Clerk to the Trust Board as soon as is reasonably practicable and recorded on the Galileo portal

A governor who, without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.

Where there is deemed to be a conflict of interest between a governor and a staff member at the school, Trustees have the right to request the governor transfer to another LSB within the Trust where practicable or request that the governor step down.

### **6.5 Notice of Meetings**

The Clerk to the LSB shall give written notice of each meeting and circulate an agenda and any reports or other papers to be considered at the meeting at least seven clear days in advance of each meeting.

### **6.6 Role of Chair of the LSBs**

Each LSB shall have a Chair and a Vice-Chair. The length of service of all Local Governors shall be 4 years. Subject to remaining eligible to be a Local Governor, any Local Governor may be reappointed or re-elected at the end of his or her term.

### **6.7 Terms of Reference**

**17.7.1** It has been determined by the Trust Board that each school will have a Local School Board which has delegated responsibilities detailed in this Scheme of Delegation. The Trust Board may remove this designated role or remove or vary any delegations as set out in this Scheme of Delegation, where it is of the opinion that this is in the best interests of the Trust and its academies.

**17.7.2** The LSB plays a key role in the life of each Academy and is responsible for scrutinising the work of the Academy Senior Leadership Team.

**17.7.3** The areas of scrutiny delegated by the Trust Board include, but are not limited to, the following:

- Standards
- Behaviour and attendance
- Safeguarding
- Special Educational Needs and Disability (SEND) / Looked After Children (LAC) / Pupil

- Premium (PP)
- Health and safety, premises
- Finance, compliance and value for money (VfM)
- Community Engagement

**17.7.4** The Trustees shall obtain and give due regard to the advice of the LSB on those matters affecting the religious character of a Church of England academy that are not delegated to the LSB but are instead reserved to the Board.

## 7. The Chairs' Liaison Advisory Group

### 7.1 Context

The Chairs' Liaison Advisory Group is not a committee of the Trust Board as it does not include at least two Trustees in its composition. It was established in 2021 in agreement with the Trust Board to

improve operation and communication between the Trust and its schools, particularly the Local School

Boards (LSBs), the Trust's executive, its Board and committees. It is chaired by the CEO of the Trust and

attended by the Chair to the Trust Board. An LSB Chair of Governors will be invited as an observer to each

Trust Board meeting. The advisory group meets termly, is administered, and clerked in line with Trust

Board and committee protocols.

### 7.2 Aim

To provide synergy between the trust board and local school boards

### 7.3 Objectives

To promote and facilitate liaison between the trust board and local school boards

To monitor stakeholder engagement and support local governing bodies in delivering stakeholder

Engagement

To support and share best practice and to identify opportunities for cross Trust working

To review and approve admissions policy.

### 7.4 Terms of Reference

- Review and approve admissions policy, monitor the fair administration of the admissions policy and liaise across LSBs regarding appeals and in-year admissions
- Report effectiveness of LGBs in relation to size, structure, composition and remit; Advise on training for governors;
- Monitor and review appointment of Safeguarding Governors at all academies.
- Receive and review reports on pupil voice and pupil surveys, determine and agree the surveys so they are consistent across all Trust schools
- Receive and review reports on parent fora and parent/carers surveys;

**Ambition**

**Inclusion**

**Integrity**

- Review complaints policy and reports on the nature and any trends in complaints.
- Receive and review reports on teaching and support staff surveys, determine and agree the surveys so they are consistent across all Trust schools
- Review website, social media presence and app content and functionality for school communities and local stakeholder.
- Report to the Trust Board on LSB priorities and receive items from the Trust Board to consider and disseminate among LSBs

## 8. Trust Board and Committee Membership 2023 - 24

	The Trust Board	ESICC	Audit and Risk	Finance and Resource	Remuneration	Chairs' Liaison
Graeme McGreggor	✓ (C)			✓ (C)	✓ (C)	✓
Mark Fletcher	✓		✓			
Andy Thom	✓		✓			
John Hind	✓			✓	✓	
Phil Marshall	✓			✓	✓	
Michael McCarthy	✓			✓	✓	
James Richardson	✓			✓	✓	
Hilary Love						✓
Kevin Beston						✓
David Wimble						✓
David Jackson						✓
Les Banks						✓
Lesley Webster						✓
Sophie Long						✓
Sandra Brunton						✓
Ruth Bolton						✓
Lynne Richards						✓
Jane Spence						✓ (C)