



TRUST BOARD

STANDARD TERMS OF REFERENCE

1.0 MEMBERSHIP

- 1.1. The Trust Board shall consist of not less than five Trustees plus the Chair and Vice-Chair of Trustees.
- 1.2. The Chief Executive Officer (CEO), Chief Financial Officer (CFO), Executive Principal (EP) or Member of the Members Board may attend meetings in an ex-officio capacity.
- 1.3. Other members of the Trust Board may attend Sub Trust Committee meetings as non-voting members.

2.0 QUORUM

- 2.1. The quorum for Trust Meetings shall be any three Trustees.

3.0 MEETINGS

- 3.1. The Trust Board shall meet at least termly during each year or more frequently as may from time to time be required.
- 3.2. Unless expressly agreed by the Trust Board all meetings shall be closed to parents, staff and members of the general public.

4.0 CONDUCT OF MEETINGS

- 4.1. The agenda and any relevant papers for each meeting will be distributed to all members of the Trust Board at least seven (7) days before each meeting date.
- 4.2. Any member may approach the Chair prior to the agenda being issued and require that a specific item of business is included for consideration at that meeting. Any member may raise items for consideration at the meeting under Any Other Business, but every effort should be made to alert the Chair to any such significant item(s) at least forty eight hours prior to the meeting in order to ensure full and proper consideration can be given to the matter.
- 4.3. Copies of the agenda and any relevant pages may be sent to such other persons as the Trust Board may authorise.
- 4.4. With the prior agreement of the Trust Board other individuals or representatives of organisations (whether Local Authority, Auditors, Government Departments, agencies or otherwise) may attend Trust Board meetings for such purposes as the Trust Board may consider desirable for the proper and effective performance of its business and responsibilities.
- 4.5. The Chief Executive Officer (CEO), Chief Financial Officer (CFO), Executive Principal(s) (EP) shall be invited to attend all Trust Board meetings.
- 4.6. All Trust Board meetings will be minuted and circulated to Trustees and attendees within seven (7) days of the meeting.

- 4.7. All decisions of the Trust Board shall be decided by a majority of votes. Each voting member of the Trust Board shall have one vote and, in case of an equality of votes, the Chair shall have a second casting vote.
- 4.8. Any voting member of the Trust Board who is, in any way, directly personally interested in any item of business being considered by the Trust Board / Sub Trust Committee shall declare such interest, will not participate in the discussion and shall physically leave the meeting whilst that business is considered.
- 4.9. The Trust Board may request that any matter before a Sub Trust Committee is referred to a meeting of the Trust Board for consideration and resolution.

5.0 TERMS OF REFERENCE

- 5.1. The Trust Board will comment and monitor on all Finance, Personnel, Curriculum, Students' and Safeguarding and Property matters as an agenda item at each Trust Board meeting.
- 5.2. The Trust Board will comment and monitor on all MAT policies.
- 5.3. Sub Trust Committees shall ensure that, at all times, their Terms of Reference, activities and projects are known to other committees of the Trust Board so that the operations of and interfaces between Sub Trust Committees are clearly established and understood.
- 5.4. Sub Trust Committees shall have delegated responsibilities from the Trust Board and will act for the Trust Board as detailed in each committee's specific responsibilities.
- 5.5. The Chair of Trustees, shall have authority in conjunction with the Chief Executive Officer to authorise such action or to take such decisions, in event of emergency circumstances only, where it is not practical to convene a meeting of the Trust Board, subject always to such action or decision being reported to the next meeting.

6.0 REVIEW

- 6.1. Terms of Reference shall be reviewed annually by the Trust Board. Delegated responsibilities to the Sub Committees (Resources and Standards) shall be reviewed by the Trust Board annually.

7.0 STANDING ORDERS AND CODE OF CONDUCT

- 7.1. Where appropriate, reference shall be made to the Standing Orders of the Trust Board in force from time to time for any matters relating to the conduct and operation of the Trust Board and in the case of any conflict between such Standing Orders and these Terms of Reference the former shall prevail.
- 7.2. All actions and proceedings of the Trust Board and its Sub Trust Committees shall be subject to the Code of Conduct of the Trust Board in force from time to time.

Date for Review: Annually (last reviewed Autumn 2019)