



Trinity Academy Newcastle Multi Academy Trust

Governance Terms of Reference academic year 2025-2026

To create confident, competent and kind citizens of the future.



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1. Members Terms of Reference

1.1 Purpose

Members of the Trust are the 'guardians' of Trinity Academy Newcastle Multi Academy Trust (TANMAT). Whilst the Trustees will manage the daily operations of the Trust, they are accountable to the Members in maintaining the values as set out in the articles of association. There is a distinct separation between the Trust's Members and the Trustee Board.

1.2 Membership

There will be a minimum of 3 Members but ideally 5. An employee of the Trust cannot be a Member and no Member can be a Trustee.

1.3 Meetings

- Members meet formally at least once in each academic year, at the Annual General Meeting (AGM).
- The Chair of the Board of Trustees will chair the meeting.
- Minutes of the meeting will be shared with Members and made available to the public upon request.
- Administrative support will be provided by the Trust Governance professional.
- Agendas will be circulated to Members and meeting attendees at least 5 working days prior to the meeting.
- The meeting will be quorate if the majority of Members are in attendance.
- All Members have equal voting rights.
- Informal meetings can be held at the discretion of the members.
- A Member who attends virtually online will be classed as in attendance and shall count towards the quorum.

1.4 Responsibilities

- Be a 'guardian' of the Trust by safeguarding and promoting its values and ethos.
- May review, amend and approve the Trust's Articles of Association.
- Ensure that the Trust meets its charitable objective and acts in accordance with its Articles of Association.
- Hold the Trust Board to account for the effective governance of the Trust.
- Support and advocate for, the Trust.
- Direct the Trustees, where deemed appropriate, to take a specific action.
- Appoint Trust auditors and receive the Trust's audited accounts.



- Meet at least once, at the Annual General Meeting (AGM) in each academic year.
- May change the Objects of the Trust as set out in the Articles of Association (which would require Charity Commission and Secretary of State consent).
- May change the structure of the Trust Board and appoint and remove Trustees.
- May appoint and remove new Members.
- May change the name of the Trust and ultimately pass a resolution to wind up the Trust.

2. Trust Board Terms of Reference

2.1 Purpose

To provide:

- Strategic leadership of the Academy Trust
- Accountability and assurance
- Strategic engagement

2.2 Authority

The Trust Board is directly accountable to the Members for the operational management of the Trust.

2.3 Membership

- The membership of the Board of Trustees is set out in the Trust's Articles of Association. There shall not be less than 3 Trustees.
- The term of office for any Trustee will be four years.
- The Board shall appoint a Chair and Vice Chair, the term of office being one year.

2.4 Meetings

- The Trust Board will meet at least three times a year. Minutes of the meeting will be shared with the board and made available to the public on request.
- Administrative support will be provided by the Trust Governance Professional.
- Agendas will be agreed by the Chair of the Board, based on the pre-agreed annual schedule of activity and papers will be circulated to Trustees and meeting attendees at least 5 working days prior to the meeting.
- The Board will be quorate if at least any three trustees, or where greater one third (rounded up) of the total number of Trustees holding office are present.
- All Trustees have equal voting rights. In the event of an equal division of votes, the Chair of the Board shall have a casting vote.
- A Trustee who attends virtually online will be classed as in attendance and shall count towards the quorum.

2.5 Responsibilities

- The Trust Board is the decision-making body and is accountable and responsible for all the academies in the Trust. It has three main functions:
- Ensuring the clarity of the vision, ethos and strategic direction.



- Holding the Executive Leadership team to account for the educational performance of the academies and their pupils, the effective and efficient performance management of staff.
- Overseeing the financial performance of the academies and making sure that money is well spent.
- The Trust Board will provide confident, strategic leadership in setting the Trust's strategy and
- championing its vision and culture through:
- Initiating and leading strategic change and overcoming strategic challenges, acting in the best interests of learners.
- Defining medium and long term trust wide strategic goals, including development and improvement priorities.
- Monitoring and reviewing progress rigorously against agreed strategic goals and their effective implementation.
- Managing risk in line with strategic priorities and improvement plans.
- Embedding appropriate strategies and risk management at every level of governance.
- Informed decisions on whether to form, join or grow a group of academies, supported
- by strong due diligence, in line with the trust's strategic plan.
- In doing so it:
- Must act in line with the Trust's charitable objects, company and charity law and funding agreement.
- Must act in accordance with its governing documents.
- Will have a full understanding of the communities TANMAT serves.
- Is well informed by the available evidence of what works or is likely to be effective.
- Welcomes open debate from a diverse range of individuals, views and experiences.
- Considers the views and needs of, the religious body where appropriate and the views of the key stakeholders, particularly parents and carers.
- The Trust Board must:
- Provide Members with sufficient information to assure them that the board is exercising effective governance.
- enable them to act within their powers and promote the success of the Trust.
- Exercise independent judgment, exercise reasonable care, skill and diligence and avoid conflicts of interest.
- Have a scheme of delegation.
- Have a Finance, Audit and Resources committee.
- Have a Quality of Education, Inclusion and Safeguarding committee
- Have a Performance management committee

3. Finance, Audit and Resources Committee (FAR) Terms of Reference

3.1 Purpose

To maintain oversight of the Trust's financial, governance, risk management, insurance and internal control systems. As well as the financial implications of payroll, administration, marketing, health and safety, data protection, premises, ICT and catering.

3.2 Authority

The FAR Committee is a committee of the Trust Board and is authorised to act within its terms of reference and Trust Scheme of Delegation or projects specifically delegated to it by the Board.

3.3 Membership

- The Committee will comprise a minimum of three Trustees, agreed by the Board annually.
- Trust employees cannot be FAR committee members, but the Accounting Officer and Chief Financial Officer will attend to provide information and participate in discussions.
- The Chair of Trustees cannot be the Chair of the FAR Committee.

3.4 Meetings

- The FAR Committee will meet at least three times per year. Minutes of the meeting will be shared with the Board and made available to the public on request.
- Administrative support will be provided by the Trust Governance Professional.
- Agendas will be agreed by the Chair of the Committee, based on the pre-agreed annual schedule of activity and papers will be circulated to Committee Members and meeting attendees at least 5 working days prior to the meeting.
- The Board will be quorate if at least any two trustees are present.
- Any Trustee may attend a meeting of the FAR Committee, including those who are not members of the committee. They will have not voting rights.
- Members of the Executive Leadership Team are invited to present as appropriate.
- All Trustees have equal voting rights. In the event of an equal division of votes, the Chair of the Board shall have a casting vote.
- A Trustee who attends virtually online will be classed as in attendance and shall count towards the quorum.

3.5 Responsibilities

The responsibilities delegated to the FAR Committee by the Trust Board include:

3.5.1 Finance, Policy and Management

- Develop a financial strategy for the Trust and recommend to the Trust Board policies,

procedures and plans to deliver the strategy.

- The Chief Executive Officer and Chief Finance Officer review DfE indicative funding notified to the Trust and assess its implications for the Trust, in advance of the financial year, drawing any matters of significance or concern to the attention of the FAR Committee and Trust Board.
- Ensure on behalf of the Trust Board compliance with the finance policies, procedures and regulations of the Trust's best value requirements and the Academies Trust Handbook.
- Review, monitor and recommend to the Trust Board approval of finance policies, which includes Scheme of Delegation for spending and budgetary adjustments for the Committees, Chief Executive Officer, Headteachers and the Local Governing Boards for securing appropriate provision to meet the needs of all pupils.
- Review and recommend, or otherwise, to the Trust Board approval of budgets and revised budgets for each school and Trust wide services.
- To assist the Trust Board in establishing and maintaining a three-five year financial plan, investment policy and strategy to deliver priorities and proposals for organisational change (i.e. changes in the numbers of schools, to age ranges, to the size of the schools, to the location of the schools, etc.), capital projects, and bids for external funding.
- To recommend to the Trust Board the opening and operation of the Trust bank accounts, authorised signatories, transfer between accounts, operation of credit cards and payment systems controls.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position of the Trust Board and DfE if appropriate.
- Chair of FAR, along with Chair of Trust Board, will receive monthly budget monitoring reports from the CFO and bring any concerns relating to the those reports to the FAR Committee in a timely manner.
- Notify on a timely basis to the Trust Board of all financial matters of which the FAR Committee has knowledge and which may materially affect the current or future position of the Trust.
- Oversee significant investment and capital financing decisions made by the Trust Board.
- Approve and keep under review the Trust's Investment and Reserves Policy.
- To review and ensure the Annual Report and Accounts are produced in accordance with the Academies Trust Handbook and recommend the same for approval.
- To receive auditors' reports and to recommend to the Trust Board action as appropriate in response to audit findings.
- To maintain a Trust-wide up-to-date list of contracts and assets and an inventory of all furniture, equipment, machinery, vehicles and plant.
- The FAR Committee will also have delegated responsibility for buildings, ICT, health and safety, human resources and procurement, audit and risk, and include:

3.5.2 Buildings and ICT

- To consider and prioritise the general view of the condition and the Trust's buildings and ICT infrastructure and recommend to the Trust Board appropriate action for maintenance, improvement and expansion of buildings.
- Develop for the Trust Board's approval, plans for the purchase or disposal of any freehold property, and for granting or taking up of leasehold or tenancy of land or buildings.

- To arrange professional surveys and emergency work as necessary.
- To establish a project working group where necessary to oversee any major developments.

3.5.3 Health and Safety

- Ensure compliance with all health and safety legislation and implementation of health, safety and security, and data protection policies and procedures.
- Ensure that health and safety issues are appropriately prioritised for action and staff are trained in health and safety and security arrangements.

3.5.4 Human resources

- To develop, review and monitor on behalf of the Trust Board policies and procedures for human resources and organisational development, i.e. Recruitment and Retention, Pensions, Severance, Performance Management, Appraisal and Capability Policy.
- To develop, review and monitor, on behalf of the Trust Board, staffing structures for central/Trust-wide staff.
- To consider, determine and keep under review effective arrangements for consultation with staff as a whole and for negotiation and
- To ensure all staff, including temporary staff and volunteers, are provided with the Trust's Safeguarding/child protection policy and staff behaviour policy/code of conduct.
- To monitor and evaluate the Trust's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations.
- consultation with appropriately recognised Trade Unions and/or other representatives.
- To ensure effective measures are in place to promote equality and diversity in employment.
- Annual review of remuneration, procedures for dealing with attendance, discipline, capability, grievance procedures and make recommendations to the Trust Board.
- Except in respect of the Chief Executive Officer, authorise/approve salary increases in line with the Trust's recommendation policy for staff working across the Trust/central staff.

3.5.5 Procurement

- Develop for the Trust Board's approval, the Trust's overall policy and procedures for procurement. Ensure a competitive tendering policy is in place is applied for all relevant procurement.
- Develop a Scheme of Delegation for all procurement activity.
- Report to the Trust Board and seek prior, written permission from the EFSA and, if required, approval from HM Treasury, for any situations where a transaction is irregular, improper, or does not provide value for money.

3.5.6 Audit and Risk

- Oversight of Financial Planning, Controls, Monitoring and Risk Management.
- Review of the risks to internal controls and agree a programme of work that will address these risks.
- Monitor, evaluate and report to the Trust Board the impact of this work and make appropriate recommendations to action above.

- To consider the appointment of the external auditor, the audit fee and scope of the work and advise the Trust Board accordingly.
- To guide the external auditor on the nature and scope of the audit as required.
- To consider and advise the Trust Board on external audit reports and associated matters.
- Ensure any recommendations for improvement by external auditors, internal auditor review, or by external agencies, e.g. the DfE, once agreed by the Trust Board, are carried out.
- To act as the body to whom the head of the internal audit reports on the internal audit function and discuss any issues that the head of internal audit may raise.
- Review and challenge where necessary:
 - Any changes to, accounting policies and practices annually and over time.
 - Areas involving a significant degree of judgement.
 - Whether the Trust has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor.
 - The going concern assumption.
 - Compliance with accounting standards and legal requirements.
 - The clarity of disclosure in the Trust's financial reports and the context in which statements are made.
- To ensure that all significant losses have been properly investigated and reported as appropriate.
- To ensure that all business and pecuniary interests of members, Trustees and senior employees is appropriately recorded.
- Receive termly reports from the Trust's management and the chosen internal audit arrangements on the effectiveness and integrity of the internal control and management system.
- Review the timelines of, and report on, the effectiveness of corrective action taken by the Trust's management.
- To receive and review relevant external reports relating to audit such as those prepared by the National Audit Office and DfE and recommend appropriate actions to the Trust Board as a result of such reports.
- To monitor the arrangements of the Trust to secure value for money.
- To advise the Trust Board on risk management and develop and undertake timely review of a comprehensive risk assessment, risk register, risk mitigation plan, and a business continuity plan.
- Report to the Trust Board at least termly on risk and annually on the Trust's business continuity plan.
- To consider the Trust's risk profile relative to current and future Trust strategy and mitigate risk – including the nature and extent of significant strategic risks that the Trust is willing to take in achieving its objectives.
- To oversee the Trust policies on fraud and irregularity and review arrangements where individuals can raise concerns, in confidence about possible fraud and integrity in transacting the business of the Trust.

4. Quality of Education, Inclusion and Safeguarding Committee (QofE) Terms of Reference

4.1 Purpose

The purpose of the QofE Committee is to develop approach, policies and procedures for leadership and management, teaching and learning, curriculum development, safeguarding, development and review of KPIs, school improvement services, behaviour, exclusions, extra-curricular provision, admissions and parental and community engagement for the Trust.

All Trustees serving on this Committee have the skills, knowledge and information to effectively implement the Trust's educational policies, plans and procedures, together with supporting, challenging and monitoring the Trust's standards and attainment and outcomes for all pupils.

4.2 Authority

The QofE Committee is a committee of the Trust Board and is authorised to act within its terms of reference and Trust Scheme of Delegation or projects specifically delegated to it by the Board.

4.3 Membership

- The Committee will comprise a minimum of three Trustees, agreed by the Board annually.
- Trust employees cannot be QofE committee members, but the Accounting Officer and Director School Improvement will attend to provide information and participate in discussions.
- The Chair of Trustees cannot be the Chair of the QofE Committee.

4.4 Meetings

- The QofE Committee will meet at least three times per year. Minutes of the meeting will be shared with the Board and made available to the public on request.
- Administrative support will be provided by the Trust Governance Professional.
- Agendas will be agreed by the Chair of the Committee, based on the pre-agreed annual schedule of activity and papers will be circulated to Committee Members and meeting attendees at least 5 working days prior to the meeting.
- The Board will be quorate if at least any two trustees are present.
- Members of the Executive Leadership Team are invited to present as appropriate.
- All Trustees have equal voting rights. In the event of an equal division of votes, the Chair of the Board shall have a casting vote.
- A Trustee who attends virtually online will be classed as in attendance and shall count towards the quorum.

4.5 Roles and responsibilities of the School Improvement Committee

- The responsibilities delegated to the QofE Committee by the Trust Board include:
- To ensure that the highest possible standards are set and maintained across the Trust.
- To receive a termly report from the Executive Team regarding standards and performance of the Trust against key performance indicators.
- To identify any areas of concern in respect of standards and performance and to implement a plan of action with the Executive Team.
- To consider recommendations from external reviews of the Trust/schools (e.g. Ofsted or external moderators), agree a plan of action to address recommendations, and support the Chief Executive Officer in the implementation and monitoring of action plans.
- To advise the Finance, Audit and Resources (FAR) Committee on the relative funding priorities necessary to deliver the curriculum and improve the learning environment within funding constraints.
- To ensure that the requirements of pupils/students with a range of needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENDCo and an annual report from the SEND Governor.
- Develop for the Trust's consideration and approval, KPIs for the Trust as a whole and for individual schools.
- Ensure that KPIs include and identify the attainment of disadvantaged, underperforming and priority groups and individuals within pupil cohorts.
- To develop, review and scrutinise the Trust policies in line with its delegated powers, for recommendations to the Trust Board (e.g. behaviour, complaints procedure, classroom management, etc.).
- Develop, for approval by the Trust Board, and keep under review the Trust's admissions policy.
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To monitor the Trust publicity, public presentation and relationships with the wider community and take into account the view of parents, pupils and key stakeholders.
- To ensure all statutory requirements for reporting and publishing information are met and the Trust website content is fully compliant and presented in an accessible way.
- To identify and celebrate student achievements.
- To oversee arrangements for education visits, including the appointment of a named co-ordinator.
- To ensure the schools appoint a Designated Safeguarding Lead (DSL) for child protection who has undertaken training in inter-agency working, in addition to child protection training.
- To monitor and evaluate the Trust's procedures for dealing with allegations of abuse made against member of staff including allegations made against the headteacher and allegations against other children.
- Monitor and evaluate how the schools ensure pupils are taught about safeguarding, including online, as a part of a broad and balanced curriculum.
- Ensure all trustees read the Keeping Children Safe in Education (KCSiE) document each



academic year.

- Ensure all governors read part 1 of Keeping Children Safe in Education (KCSiE) each academic year.

5. Performance Management committee (PM) Terms of Reference

5.1 Purpose

The purpose is to provide strategic oversight and assurance on matters relating to the performance management of the CEO and any member of the Trust Executive leadership team, as defined by the Board of Trustees.

5.2 Authority

The PM Committee is a committee of the Trust Board and is authorised to act within its terms of reference and Trust Scheme of Delegation or projects specifically delegated to it by the Board.

5.3 Membership

- The Committee will comprise a minimum of three Trustees, agreed by the Board annually. The members of the PM should have finance, HR and some teaching and learning understanding.
- The PM committee can agree for an external advisor to support the PM committee should any skills gap arise.
- Trust employees cannot be PM committee members.
- The Chair of the Board of Trustees will act as Chair of the PM Committee.

5.4 Meetings

- The PM Committee will meet at least twice times per year.
- Administrative support will be provided by the Trust Governance Professional.
- Any Trustee may attend a meeting of the PM Committee, including those who are not members of the committee.
- Members of the Executive Leadership Team are invited to present as appropriate.
- A Governor who attends virtually online will be classed as in attendance and shall count towards the quorum.

5.5 Responsibilities

- Oversee the annual pay review process for the CEO and any member of the Trust Executive Leadership team.
- Ensure pay decisions are fair, transparent, and aligned with performance and trust values.
- Review benchmarking data to ensure competitiveness, value for money and affordability.
- Agree the principles and process for setting executive pay.
- Ensure the process is evidence-based, transparent, and compliant with the Academy Trust Handbook.



- Consider external benchmarking, trust performance, and individual performance when determining pay recommendations.
- Recommend executive pay awards to the Board of Trustees for approval, ensuring decisions are clearly documented and justifiable.
- Report to the Board of Trustees after each meeting.
- Escalate any significant concerns or risks to the Board promptly.

6. Local Academy Council (LAC) Terms of Reference

6.1 Purpose

The LAC operates at academy level, providing support, monitoring and challenge around educational experience and performance, safeguarding and community and stakeholder engagement. The Committee supports the academy's alignment with The Trust's vision and 5 strategic objectives. Local Governors are expected to question and challenge school leadership, to support the Trust Board and CEO in holding them to account.

6.2 Authority

The LACs are committees of the TANMAT Board of Trustees and is authorised to act within its terms of reference and Trust Scheme of Delegation or projects specifically delegated to it by the Board. The LAC has no delegated powers.

6.3 Membership

The membership of the LAC is comprised of the following:

- Ex-officio staff position – Head of School/ Associate Head of School/ Associate Head Teacher. Where the LAC is spread over multiple sites there may be more than one Ex-officio staff position.
- 1 Academy staff member (except for TAN LAC where there will be one staff member from Upper and Lower site) selected through a fair and transparent method, usually by election.
- Two parent members (parents or carers of pupils currently enrolled at the academy / academies. OR be a parent/carer of a child in the education system).
- 3 co-opted members appointed by the Board.
- Up to 2 Associate members can bring extra skills to an aspect of the work of the LAC. They are appointed for one year and can be reappointed at the end of their term. They are appointed by the LAC and do not have any voting rights or delegated powers.

*Staff members cease to be LAC members when they leave the academy. Parent members cease to be LAC members once their child leaves the academy or the education system

6.4 Meetings

- The LAC will meet 3 times per year. Minutes of the meeting will be shared with the Committee.
- Administrative support will be provided by the Trust Governance Professional.
- Agendas will be agreed by the Chair of the LAC, based on the pre-agreed annual schedule of activity and papers will be circulated to LAC Members and meeting attendees at least 5 working days prior to the meeting.
- A special meeting of the LAC shall be called by the Governance Professional if necessary.
- The Committee will be quorate if at least any three members, or where greater one third (rounded up) of the total number of governors holding office are present.
- A Governor who attends virtually online will be classed as in attendance and shall count

towards the quorum.

- If the number of Governors assembled for a meeting of the LAC does not constitute a quorum, the Chair can receive the information for those present or decide that the meeting shall not be held.
- If, for lack of a quorum, a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if they think fit, determine the time and date at which a further meeting shall be held and shall direct the Governance Professional to convene the meeting accordingly.

6.5 Responsibilities

6.5.1 Academy Organisation

- Consulted on changes to academy organisation.

6.5.2 Attendance (Pupils)

- Monitor school attendance and pupil absence data
- Consulted on the Trust's attendance policy

6.5.3 Behaviour and suspension/exclusion

- Review the Trust's behaviour policy
- Monitor the effectiveness of the behaviour policy through KPI's for identification of any areas of concern
- Consulted on the Trust anti-bullying policy
- Ensure participation in pupil discipline panel meetings
- Review the pattern of behavior and exclusions at academy level

6.5.4 Business continuity

- Review critical incident reports and contribute to the evaluation of the effectiveness of the emergency planning and recovery plan.

6.5.5 Communications

- Consulted on (Chair only) all press responses at academy level
- Complaints
- Review complaints trends for academy and report concerns to the Board
- Ensure participation in panel to review escalated complaints (Stage 3)

6.5.6 Curriculum, performance and standards

- Monitor progress towards school performance targets and escalate concerns to the Trust Board, via LAC Chair
- Monitor progress and attainment data for all pupils, including all groups
- Consulted on school improvement and wider development plans and review progress
- Consulted on Trust education strategies



- Review academy approaches to assessment, curriculum and inclusion
- Consulted on Trust's PHSE policy

6.5.7 Data Protection

- Report data protection concerns to ELT and Board of Trustees.

6.5.8 Equalities

- Review compliance with Public Sector Equality Duty – equality information and objectives
- Review the Trust's Accessibility Plan
- Consulted on equality information and objectives

6.5.9 Finance – compliance and risk

- Review sports and pupil premium spending and strategy, reviewing the impact of this additional funding

6.5.10 Financial – budgets

- Receive appraisal on the financial position of the academy.
- Consulted on (Chair as a minimum) academy budgets and report to the LGB
- Consulted on academy budget and staffing structures on an annual basis
- Review financial information presented in LAC meetings

6.5.11 Financial – audit

- Receive feedback about the academy from audit received (where appropriate)

6.5.12 Governance

- Consulted on the scheme of delegation
- Ensure skills audit and annual self-review of LAC performance setting out priorities for improvements in the next academic year
- Ensure maintenance of a register of all interests (pecuniary business and loyalty) of Local Academy Council Members and publish this in accordance with regulation
- Report to the Trust Board following each meeting through the minutes
- Ensure management of the recruitment, induction and training of new LAC members
- Report on possibility of removal of LAC members for non-attendance

6.5.13 HR – Appraisal

- Ensure LAC governors participate in Headteacher appraisal process where delegated by the Board of Trustees.

6.5.14 HR – Pay

- Ensure presentation on hearings and appeals panels

6.5.15 HR – Policies



- Ensure presentation on hearings and appeals panels

6.5.16 HR – Recruitment

- Ensure representation on recruitment panel for headteacher appointments where needed.

6.5.17 ICT and cyber security

- Receive termly updates on cyber security
- Ensure relevant training is undertaken by members of the Local Academy Council

6.5.18 Operations – Health and safety

- Monitor health and safety and first aid incidents
- Receive and monitor health and safety term reports
- Approve a link health and safety governor if required

6.5.19 Premises

- Receive proposed capital priorities and premises developments
- Receive capital build project updates

6.5.20 Pupil Premium

- Review and challenge the academy strategy for pupil premium, PE and grants expenditure, reviewing the impact of the additional funding

6.5.21 Risk management

- Review academy risk register and mitigation plans

6.5.22 Safeguarding

- Review the effectiveness of safeguarding procedures
- Review safeguarding issues that are affecting the operation and development of the academy
- Review safeguarding audit report and monitor progress of the action plan

6.5.23 Stakeholder engagement

- Review results of staff survey and action plan
- Ensure support for engagement with parents, pupils, community and LA
- Review results of parent and pupil surveys and action plans
- Monitor pupil engagement strategies
- Review the results of pupil surveys

6.5.24 SEND

- Monitor the impact and effectiveness of the SEND policy
- Review and approve the SEND Information Report and ensure compliance with the SEND Code of Practice



- Review academy accessibility plan and its implementation, ensuring compliance with the requirements of the SEND Policy

6.5.25 Vision, values and strategy

- Ensure contribution to the revision and development of the Trust and academy vision, values and strategy
- Monitor and support the implementation of the vision and ethos of the academy.
- Consulted on academy strategic objectives annually
- Review progress against academy strategy and KPIs
- Ensure compliance with requirements of the Trust Policy Matrix

6.5.26 Website compliance

- Review report on Trust's compliance with DfE website requirements

7. Chairs Forum Terms of Reference

7.1 Purpose

The Chairs Forum exists to share good practice, provide mutual support and challenge, a vital component of cascading essential information throughout the organisation and to enable successful networking between all layers of governance within the Trust.

7.2 Authority

The Chairs Forum does not have delegated authority or decision-making powers.

7.3 Membership

- The Chairs Forum consists of:
- Chair of the Board of Trustees
- FAR & QofE Committee Chairs
- LAC Chairs

7.4 Meetings

- The Chairs forum will meet at least termly.
- The forum will be chaired by the Chair of the Board of Trustees
- The agenda will be determined by topical, national and local issues and outcomes from Trust governance and LAC meetings.
- Members of the Trust Executive Leadership Team will be invited to the Chairs Forum to contribute where applicable.
- The Governance Professional will provide administrative support to arrange meetings.

7.5 Responsibilities

The Chairs Forum will:

- Share good practice and provide mutual support.
- Seek opportunities to improve the outcomes for the Trust as a whole, not just in individual academies.
- To cascade information between the Board and the LACs
- To provide feedback to the Board on any areas of consultation.
- To ensure that relevant issues from LACs are reported to Trustees.