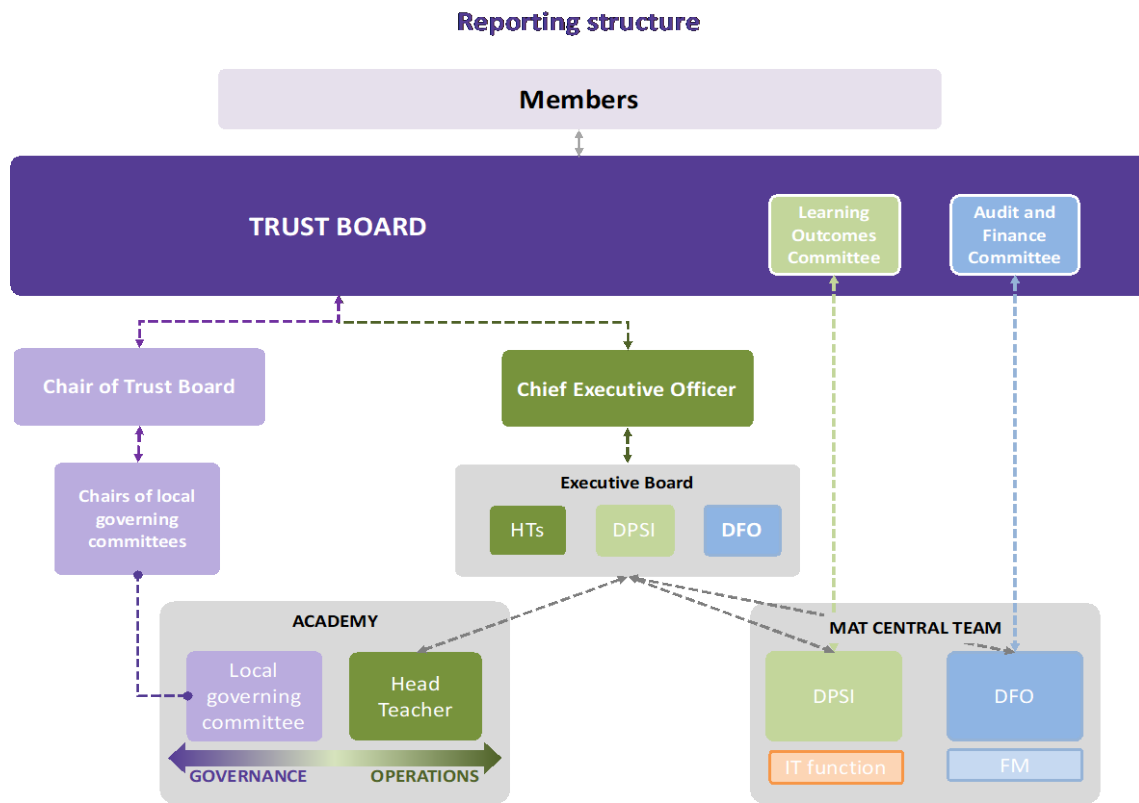


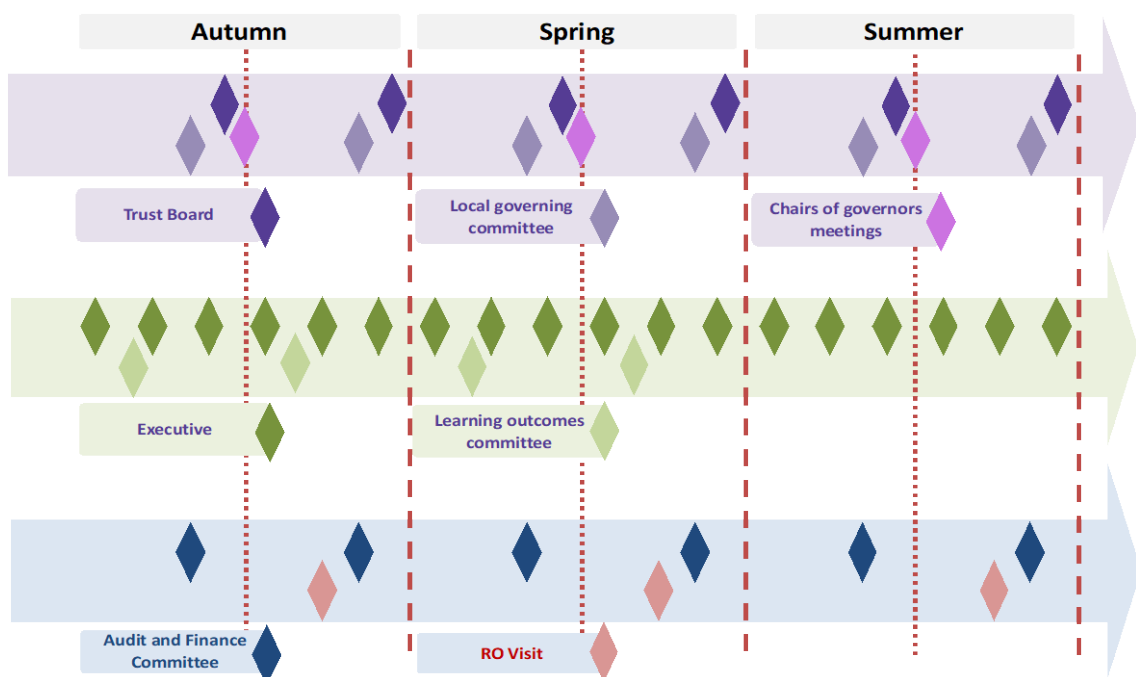
Trust Board Constitution and Terms of Reference

Reporting structure Tandridge Learning Trust



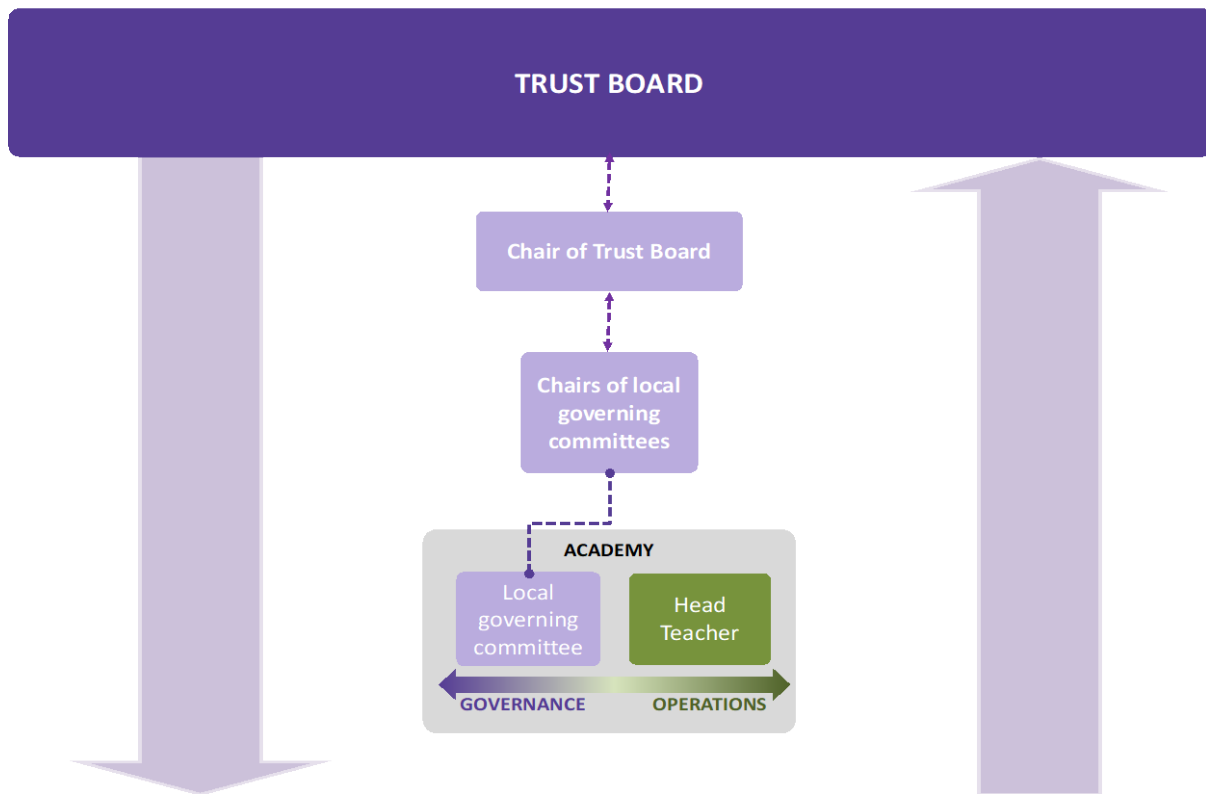
Meeting Cycle

Meeting cycles



Reporting for local governing committees

Governance communications



Constitution of Trust Board

- Minimum of three trustees – seven trustees in 2018, nine MAXIMUM
- Trustees MUST NOT also be local governing committee members
- Trustees MUST NOT also be Members
- The CEO of the Trust attends Trust Board meetings, but is NOT a Trustee
- Trustees are appointed by the Members
- Appointments are made by consideration of Trustee competences as set out by the DFE
- Trustees will review their performance on a regular basis.

Communication routes within the Trust

Communications from Trust Board to Local governing committees

- After each Trust Board meeting, the Chair of Trust Board will send a summary of the key points of the Trust Board meeting to Chairs of local governing committees
- Chairs feed back any points of note to local governing committees
- Chairs ensure that any actions arising from the Trust Board and specifically to be taken by local governing committees form part of local committee agendas
- Local committees ensure that actions required by Trust are being implemented
- Local committees provide scrutiny, challenge and support to leadership teams in their academies.
- Chairs of local governing committees have regular (fortnightly recommended) catch up meetings with their Headteacher / Head(s) of school and build effective, strong, supportive (while challenging) relationships with them.

Communications from Local governing committees to Trust Board

- LGC Minutes must be sent to the Clerk of Trust Board after each meeting, ideally within one month.
- LGC should send a report once each term to the Trust Board about areas under its scrutiny. This should be sent at least three weeks before the second Trust Board meeting of each term in the format provided below.
- If there is anything for the Trust Board to consider / approve (e.g. leases to be entered into) please send information to the Clerk to the Trust Board at least three weeks before the next Trust Board meeting so that it can be included on the agenda in good time.

Trust Board Code of Conduct

Trustees:

- will abide by the Seven Principles of Public Life (Nolan Principles)
- will observe the highest standards of impartiality, integrity and objectivity in relation to the governance of the academies in Tandridge Learning Trust
- will be accountable to all stakeholders and external regulatory bodies (DfE, ESFA) for the Trust's activities
- will provide scrutiny, challenge and support to the CEO and other members of the Executive Board
- will provide validation to the Trust Board that the information provided by the Academy executive team is accurate and has been scrutinized
- must ensure that they understand their duties, rights and responsibilities
- must participate in training in order to acquire a good level of understanding of their role and the general environment in which Multi Academy Trusts operate
- must not misuse information for personal gain
- must declare any conflicts of interest as these arise.
- will comply with the Trust's:
 - Articles of Association
 - Scheme of Delegation
 - Policies, especially finance and pay policies
 - Terms of reference.
- may delegate responsibilities to sub-committees as they see fit but these committees must have their own Terms of Reference
- delegate responsibility for the operations of the Trust to the Executive Board, currently comprising CEO, Director of Finance and Operations, Finance Manager and Director of Primary School Improvement.

I agree to abide by this Code of Conduct for the Tandridge Learning Trust Board of Trustees.

Name: _____

Date: _____

Terms of reference for Trust Board

The Trustees are accountable for the governance and supervision of Tandridge Learning Trust.

Delegation

The local committee may delegate its powers to sub-committees so long as these have their own terms of reference.

Trustees are accountable for:

- the Trust's strategic planning as it encompasses, amongst other areas: growth, structure, central services, finances, teaching, learning outcomes, school improvement, human resources and use of fixed assets
- establishing the Trust's vision, values and brand
- financial probity and sound management of public funds
- risk management
- setting standards of conduct
- regulatory compliance
- embedding and establishing the Trust's vision, values and brand
- the development and publication of three year budgets and ensuring that the executive team acts with financial probity in the sound management of public funds
- ensuring that the school leadership team complies with the requirements of the Trust's Executive Board in school improvement, financial management and other matters
- identifying and reporting any material risks for inclusion in the Trust's Risk Register
- reporting on key areas on a termly basis to the Trust Board.

Professional competence

- Trustees will undertake to make themselves familiar with core documents which underpin the requirements of their role, so as to acquit themselves well in their delivery of the obligations of their role:
 - Governance Handbook
 - Academies Financial Handbook
 - Charity Commission: The essential trustee: what you need to know, what you need to do
 - School Inspection Framework.
- Trustees will undertake to properly scrutinise committee documents in advance of meetings, to enable proper informed debate within the meeting.

Clerk

- Trustees will appoint a professional clerk to the Trust Board.
- The clerk will:
 - update the governance area of the Trust's website with statutory information
 - notify the DfE via GIAS within 14 days of changes to Trustees
 - review the constitution of the committee and its membership at least annually.

Quorum

The committee is quorate when there is at least one third of the total number of Trustees present PLUS one additional Trustee.

Termly report to Trust Board	Local governing committee name:	Date of report:
------------------------------	---------------------------------	-----------------

<p>School improvement plan</p>	<p>Learning outcomes</p>
<p>Finance, premises and HR</p>	<p>Safeguarding/ and other key areas of interest</p>