

## TALL OAKS ACADEMY TRUST

### Terms of Reference for Committees of the Board of Trustees

#### Committees are:

- **Castle Wood LGB**
- **Mercer's Wood LGB**
- **White's Wood LGB**

#### Purpose of the Committees

To provide guidance and assurance to the CEO and Board of Trustees on all matters relating to Curriculum, Standards, Outcomes, Attendance, Behaviour, Safeguarding, SEND and Finance at school level

1. The Committees/ LGBs will have one Link Trustee who will liaise with the Chairs of each and provide clear lines of communication and accountability.
2. The membership of each committee will be agreed on an annual basis at the first meeting of the Board of Trustees in October
3. The Chair of each committee is elected by the full Board of Trustees on an annual basis at the first meeting of the Board of Trustees in the Autumn term. No Trustee employed by the Academy Trust will act as Chair to the committee. In the absence of the Chair, the committee will elect a temporary replacement from among the Trustees present at the committee meeting.
4. The Clerk of the Committee is elected by the Board of Trustees
5. In the absence of the **Chair** or Clerk, the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at three governors who are members of each committee, two of whom must not be employed by the Trust.
7. Each committee will meet as often as is necessary to fulfil its responsibilities and at least four times a year. They can decide to meet more times as needed.
8. The Clerk to the committee will circulate an agenda for each meeting along with papers at least 5 working days before the committee meeting. These will be available on Teams as well as paper versions being available on request. (The agenda will have been agreed between the Chair and the Headteacher in advance of the meeting)
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the Clerk of each Committee to the Link Trustee in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole Board of Trustees. This is to meet statutory requirements, to provide information to the whole Board of Trustees and to seek ratification of decisions and recommendations.
10. The Link Trustee will be responsible for giving an oral summary of the committee's (LGBs) deliberations, if necessary, at meetings of the whole Board of Trustees.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not Trustees.
12. Any Trustee may attend meetings of committees, to act as an observer in the absence of the link Trustee.
13. Any decisions, which are not the responsibility of the LGB (see Scheme of Delegation) will be passed on to the Trust Board to be ratified. Only Trustees have a vote. The Chair of Trustees may have a second or casting vote.

14. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of the Board of Trustees, in consultation with the CEO and Chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Board of Trustees.

### **Principal responsibilities and areas of work**

Take responsibility on behalf of the Board for overseeing all educational aspects of the operation of Tall Oaks Academy Trust, so as to ensure that pupils receive a high quality of education including the aspects of Curriculum, Standards, Outcomes, Attendance, Behaviour, Safeguarding, SEND and Finance at school level

- To agree the vision for the school in conjunction with the Headteacher.
- To review information and data regarding Trust performance at all statutory assessment points.
- Give assurance to the Board that the vision of the school is being delivered through the annual School Development Plans and Self Evaluation Forms and to ensure that monitoring arrangements are in place once they are approved.
- Recommend the Pupil Projection Targets to the Trust Board
- Monitor the Trust's educational performance in relation to Curriculum, Standards, Outcomes, Attendance, Behaviour, Safeguarding, SEND and Finance at school level
- Approve the Trust's Curriculum statement – the content and organisation of the curriculum including its underpinning values and principles at a school level.
- Provide the Board with assurances relating to Curriculum, Standards, Outcomes, Attendance, Behaviour, Safeguarding, SEND and Finance at school level
- To receive assurances from the Head of School regarding all areas above.
- To ensure that the requirements of children with SEND are met through establishing and monitoring the Local Offer.
- Monitor and review the Risk Management arrangements linked to all education matters.
- Monitor the use of Pupil Premium funding, Sports Premium funding and any catch-up funding and its impact across the Trust.

The terms of reference of each committee of the Board of Trustees must be approved by the full Trust Board and reviewed each year. They provide the sole, agreed framework within which each committee operates.

Reviewed annually by the Trust Board of Trustees.