

## Terms of Reference

### **Board of Trustees** (meeting half-termly, plus the AGM)

Trustees are company directors of the Uttoxeter Learning Trust, which is registered at Companies House. They are responsible for controlling the Trust's management and administration, directing its affairs and ensuring that it is solvent, well-run, and delivering the trust's charitable outcomes for the benefit of the public.

Quorum: 3 Trustees or 33%, whichever is greater. Role:

- Ensure “clarity of vision, ethos and strategic direction: (AFH July 2017 p7) of the MAT, reviewing and revising as appropriate the Vision, Values and Strategic Direction statement in partnership with the Members.
- Hold “executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.” (AFH p7)
- Oversee “the financial performance of the organisation and making sure its money is well spent.” (AFH p7)
- Elect a Chair and Vice Chair each year. The Chair will also be a Member. (Articles of Association p12 &18)
- Take responsibility for, approve and evaluate the overall MAT Improvement Plan and targets, and ensure the individual academy improvement plans both inform it and are consistent with it.
- Support and challenge the Local Governing Bodies of academies, including by considering any issues brought from the Headteacher Professional Board by the Headteacher Executive representatives and from the School Representation Group by the School Representation Executive representatives (Chairs of Governors) – and intervene when the Board of Trustees thinks it is necessary.
- Invite representative Headteachers and Chairs of LGBs to each board meeting in order to ensure effective communication and accountability.
- Appoint the Chairs and Vice Chairs of the Board, Finance and Education Committees annually.
- Appoint, and if required, dismiss Executive Leaders and all other key roles for all academies within ULT, ensuring effective and efficient processes and procedures are in place for both.
- Oversee the effective performance management of all executive/key roles within ULT including the Chief Executive Officer, who should be performance managed by the Chair of the Board of Trustees.
- Ensure all executive/key roles have processes in place to ensure the effective performance management of all staff.
- Discharge all responsibilities as set out under the Articles of Association, Funding Agreement and Academies Financial Handbook (AFH) NB See Appendix C “Schedule of Requirements, adopting a “do, or explain” approach.
- Ensure robust governance and effective financial management arrangements.
- Ensure a central fund is established and maintained so that targeted investments can be made in staff CPD, buildings, IT infrastructure etc. and that unforeseen circumstances that have a financial impact not covered by insurance can be effectively dealt with by the Trust.
- Approve a written Scheme of Financial Delegation that maintains robust internal control arrangements.
- Approve a balanced budget for each academy and any significant changes to budgets which can draw on unspent funds brought forward from previous years (and minute these approvals).

- Submit to the Education Funding Agency (EFA) a budget forecast, notifying the EFA within 14 days if it is formally proposing to set a deficit budget for the current financial year which it is unable to address, after unspent funds from previous years are taken into account.
- Be able to show that public funds have been used as intended by Parliament (see EFHp51).
- Ensure the publication of up-to-date governance arrangements to comply with the AFH guidance (p21/22).
- Evaluate its own effectiveness (using the DfE MAT self-evaluation template and the APPG/NGA “21 Questions for MATs” guidance).
- Ensure there is accurate and up-to-date documentation and effective communication of the Board’s decisions and impact to stakeholders eg parents, the community, LGBs and the Lichfield Diocese.
- Provide Members with information as requested in a timely manner.
- Request, receive and challenge information from the Finance and Education Committees.