

The Langley Academy Trust

Terms of Reference

1. Membership

As agreed by resolution of the Trust from time to time and at least annually.

2. Quorum

The Chair or Vice Chair of the Trust together with three other Trustees, all being non-employees of the academy.

3. Meetings

To meet at least twice in the autumn term, once in the spring term and once in the summer term and further as required. To make available to the next following Trust meeting draft or, if possible, approved minutes of meetings held since the previous Trust meeting.

4. Minutes and Papers

Draft minutes will be distributed to committee members within seven days of the meeting by the Clerk to the Trust. Papers will be distributed 5- 7 days in advance of the meetings to include a weekend.

Functions

- To set the vision, strategy and priorities for the Trust.
- To ensure the highest of standards are met through agreed KPI, monitoring of standard, the sharing of best practice and the provision of high quality CPD
- To ratify and monitor each academy's annual Academy Improvement Plan and consider its financial implications.
- To delegate responsibility to the Business, Personnel and Audit Committee and to the Local Governing Body as set out in the Terms of Reference and Schedule of Work.
- To review reports received from the Business Committee as required ensuring the financial stability of the Trust.
- To review reports received from the Health and Safety Committee ensuring that the Trust is meeting its statutory responsibilities for safeguarding, including all health and safety matters.

- To review reports received from the Personnel Committee ensuring that the Trust is meeting its statutory responsibilities for HR, including all personnel matters.
- To approve performance management systems and associated pay increases.
- To promote links with the local community, and wider area, including the business community.
- To review Governance arrangements and responsibilities including the review of its composition and skill set.

Review

To review these Terms of Reference and all related policies, as necessary, and annually in the Autumn Term.