

Greater Manchester Learning Trust

Board of Trustees

Terms of Reference

To be reviewed annually at first Board meeting

Core Purpose

- Establishing the overall strategic direction of the Trust and setting the values by which it will work
- Holding the Executive Principal to account for the overall performance of the Trust and each academy within it
- Ensuring financial probity and value for money across the Trust

Membership

- There shall be between 9 and 13 Trustees in all known as 'The Board'
- The majority of trustees will be appointed by Members
- Other trustees will be co-opted

All trustees will be appointed on the basis of the skills, knowledge and experience they bring

The Board will support all Local Governing Bodies (LGBs) by:

- Setting a clear strategic vision for the Trust as a whole which allows each LGB to achieve its own aims and objectives within that vision
- Ensuring systems are in place to allow for the timely scrutiny of good data in order for the LGB to challenge and support the individual Academy's SLT
- Determining a scheme of delegation which makes clear the powers and limits of LGBs
- Ensuring all local governors have access to appropriate training
- *The Trustees retain the right to appoint to the LGB from time to time, as they see fit. They further retain the right to vary the terms of reference of an individual LGB depending on the performance of any academy for which the Trust has responsibility. The Board of Trustees has the power to withdraw delegated powers from the Local Governing Body and, if necessary, disband it*

Proceedings

In carrying out its role, the Board will aim to be competent and accountable, promoting and upholding high standards of conduct, probity and ethics

- All trustees must sign up to the Trust's Code of Governance
- The term of office for all trustees, other than the EP who maintains the role for as long as he/she remains in post, will be four years
- The Chair will be elected by the Board for a period of two years
- The Board will meet at least once per term
- The quorum will be a minimum of 50% of membership
- Trustees may, by prior arrangement, contribute to a meeting via Face Time, Skype or Conference call
- The Board may establish committees as it sees fit inviting such people as it needs to provide information and advice, provided that the total number of non-trustees does not constitute the majority of the committee. Such persons shall not be entitled to vote should a vote be necessary
- All trustees must complete the register of interest and DBS and comply with procedures for dealing with them
- The Board will review its own performance annually at its Autumn Term meeting

Responsibilities

Strategic Leadership

- Setting the vision for the Trust and its application at both Trust and academy levels
- Determination of corporate strategy and planning
- Compliance with all legislation, charity and company law
- Compliance with Articles & Funding Agreements determining the admissions policy and arrangements for each academy
- Setting HR policies and procedures (as legal employer of all staff), developing appropriate terms and conditions of service with each academy, including the agreement of performance management/appraisal and pay policies
- Setting other Trust-wide policies
- Oversight of public relations activities to project the activities of the Trust and the academies to the wider community

Standards

- Oversight of the standards and outcomes across the Trust
- Annual target setting for the Trust in general, the Executive Principal and for individual academies
- Regular reviews of performance across the Trust
- Support and intervention strategies for individual academies
- Oversight of common Key performance data on a Trust and individual academy basis

Finance and Resources

- Overseeing the finances of the Trust and its individual academies
- Establishing a funding model for use across the Trust and its academies
- Agreeing each academy's annual budget (in consultation with each Local Governing Body)
- Compliance with the Academies financial handbook
- Oversight of the finances of each academy
- The development of a revenue generation policy
- Determination after consultation with each academy the extent of services provided centrally to the academy and the allocation of cost
- Oversight of the effectiveness of the delivery of centrally provided services
- Establishing processes for local management & maintenance of assets and appropriate registers.

Personnel

- Ensuring processes are in place for the appointment of Trustees and governors of Local Governing Bodies
- Appointing the Principal (in consultation with the Executive Principal and the Local Governing Body) of Trust academies
- Responsibility for the performance management of the Executive Principal
- Evaluating the work and ensuring the development of Trustees and Local Governors