

# Create Learning Trust Board of Trustees Constitution & Terms of Reference



## STRUCTURE

The Membership of the Board of Trustees will be approved by the Members. The Chair will be elected by the Board of Trustees.

The Board will consist of 11 Trustees. The quorum will be 3 Trustees, or where greater, any one third (rounded up to a whole number) of the total number of trustees holding office at the date of the meeting. See example below:

If there are more than 3 trustees on a trust board, quorum will be one-third (rounded up to a whole number) of the total number (excluding any vacancies). If the trust board consisted of 8 trustees, quorum would be 2.66, rounded up to 3.

The Board may also invite 2 Associates to attend their meetings but Associates will not have voting rights or be registered at Companies House. No other person paid to work at the school may be a member of the Board. The key roles/members are as follows:

1. Chair
2. Vice Chair
3. Business (Chair of Business Committee)
4. CEO
5. Quality of Education and Inclusion (Chair of Quality of Education and Inclusion Committee)
6. Safeguarding (Chair of Safeguarding Panel)
7. Health and Safety
8. Training & Development

## AIMS

1. To ensure the ongoing and long-term financial viability of the Trust.
2. To grow the Trust, in line with the vision, whilst ensuring the individuality of the individual academies is nurtured, where applicable.
3. To develop the strategies and policies which will deliver the Trust's vision.
4. To be accountable for the Trust's educational outcomes.
5. To create a consistent reporting structure across the Trust.

## TERMS OF REFERENCE

1. To ensure the correct composition of the Board and to elect the Chair and Vice Chair (two years)
2. Appoint Trustees to the following roles: Business and Finance, Quality of Education and Inclusion, Safeguarding, Health & Safety, Training & Development. These Trustees will ensure consistency of approach and sharing of best practice across all Academies.
3. Appoint a clerk to the Board of Trustees (and keep details of their appointment).
4. Make general provisions relating to the conduct of proceedings and the declaration and management of conflicts of interest.
5. To operate within the agreed Scheme of Delegation.
6. To set the 3 year financial plan and allocate individual Academy budgets.
7. In conjunction with the CEO, approve pay awards for Trust & Academy staff.
8. Produce a 3 year plan, monitor its progress against objectives and complete a final impact review at the end of each academic year.
9. To review educational outcomes annually for each Academy (usually around Nov).
10. Meet at half termly and report annually to the Members Board.
11. Each Trustee must achieve at least 75% attendance across all committees of which they are a member during the year. Apologies will be considered on a case by case basis.