

## **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 normally be distributed 7 days in advance of the meetings and certainly allowing for a full weekend prior to a meeting.

#### **Functions**

- To set the vision, strategy and priorities for the Trust and for Trustees to be familiar with and understand the Trust.
- To ratify and monitor each academy's annual Academy Improvement Plan and consider its financial implications.
- To delegate appropriate responsibility to the Business and Audit Committee and to each 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 Business Committee ensuring that the Trust is meeting its statutory responsibilities for safeguarding, including all health and safety matters.
- To review reports received from the Business 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, and to make recommendations to the Company.
- To ensure demonstrable impact on quality of provision and outcomes for pupils.
- To monitor the role and effectiveness of all Local Governing Bodies.

### **Review**

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