



TERMS OF REFERENCE – INSPIRING PRIMARIES ACADEMY TRUST

The role of the Chair of the Trust Board

- Ensure the strategic direction of Inspiring Primaries Academy Trust (Trust) whilst offering effective support and challenge at all levels of the organisation.
- To ensure the business of the Trust Board is conducted properly, in accordance with legal requirements.
- To ensure any decisions taken are done so in accordance with the Trust's scheme of delegation.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available.
- To ensure that all attendees have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and Academy Headteachers within the Trust based on trust and mutual respect for each other's roles.
- Exercise emergency powers as and when required.

Disqualification CEO

The role of the CEO

- Offer effective support and challenge to executive staff and school leaders.
- Ensure the strategic direction of the Trust
- To ensure the business of the Trust Board is conducted properly, in accordance with legal requirements.
- To ensure any decisions taken are done so in accordance with the scheme of delegation.
- To establish and foster an effective relationship with the Chair of the Trust Board, Chairs of the Local Governing Bodies (LGBs) and Academy Headteachers within the Trust based on trust and mutual respect for each other's roles.
- To effectively deploy the staff and resources of the Trust as required.
- To engage with stakeholders.

The role of the Academy Executive Principal / Headteacher

- Offer effective support and challenge to other school leaders.
- To raise the standards of attainment and progress within their academy
- To establish and foster an effective relationship with the Chair of the LGB, the CEO and the CFO based on trust and mutual respect for each other's roles.
- To ensure any decisions taken are done so in accordance with the scheme of delegation.
- To engage with stakeholders.

The role of the CFO

- Offer effective support and training to school administrative teams.
- Offer effective support, advice and guidance to the CEO, Trust Board and LGBs.
- Manage the academy and Trust budgets ensuring sound and effective financial management.
- To establish and maintain an up to date 3-year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Trustees.
- To ensure that all schools operate within Financial Regulations.
- To make decisions in respect of Trust service level agreements.
- Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, notifying the Trust Board of all cases.



- Ascertain whether the financial results and condition satisfy the criteria for lenders, material agreements, applicable laws and insurers.
- Draw to the attention of the Trust Board all financial matters which may materially affect the current or future position of all schools within the Trust.
- Ensure business transactions of the Trust Board are conducted properly, in accordance with legal and delegation requirements and are in accordance with value for money principles.
- Establish and foster effective relationships with the Chair of the Trust Board, CEO, Chairs of LGBs and Academy Headteachers within the Trust based on trust and mutual respect for each other's roles.

The role of the Clerk

- To work effectively with the Chair of the Trust Board, CEO and CFO to support the Trust Board.
- To advise the Trustees on constitutional and procedural matters, duties and powers.
- Ascertain whether any Conflict of Interest guidelines are strictly complied with, and ensure that Trustees and Executives have submitted an annual return to confirm whether or not they have had any related party transactions with the Trust schools during the previous year.
- To convene meetings of the Trust Board.
- To attend meetings of the Trust Board and ensure minutes are taken.
- Ensure swift distribution of minutes.
- To maintain a register of the Trust Board and report vacancies to the Trust Board.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the Trust Board from time to time.

Disqualification – Trustees, Governors, Associate Members, the Academy Headteachers, CEO and CFO.

The Trust Board takes a strategic role, acts as a critical friend to the academies and is accountable for decisions made. It sets aims and objectives and agrees on decisions recommended by committees, providing strategic direction to support and challenge all levels within the Trust.

Terms of reference of the Trust Board:

Procedural:

1. Provide an agreed strategic direction for the Inspiring Primaries Academy Trust.
2. Provide focus, support and challenge for the Trust.
3. Agree constitutional matters, including procedures where the Trust Board has discretion.
4. Recruit new members as vacancies arise, recommending appointment to the Members.
5. Hold at least four Trust Board meetings a year.
6. Appoint or remove the Chair and Vice Chair.
7. Appoint or remove a Clerk to the Trust Board.
8. Establish the committees of the Trust Board and their terms of reference (to be reviewed annually).
9. Appoint the Chair of any committee (*if not delegated to the committee itself*).
10. Appoint or remove a Clerk to each committee.
11. Suspend a Trustee
12. Monitor the progress of work undertaken by committees and individuals.
13. Consider recommendations made by committees with regard to the working of the Trust Board.
14. Decide which functions will be delegated to committees, groups and individuals.
15. Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Trustees is necessary.
16. Keep policies under review and to make revisions where appropriate.



17. Review the delegation arrangements annually.
18. The agenda for meetings shall be determined by the Chair in consultation with other Trustees as appropriate and shall be circulated a week in advance to persons attending the meeting.
19. Establish and keep under review a Code of Conduct for the Trustees.
20. Establish and keep under review arrangements for Trustee visits to schools.
21. Oversee arrangements for Trustees involvement in formulating and monitoring the Trust Improvement Plan.
22. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the CEO and Academy Headteachers.

Financial:

1. Establish and keep under review Risk Management policy and procedures.
2. Establish and keep under review Risk Registers and Business Continuity Plans.
3. Ratify the first budget plan and annual accounts as presented by the CFO.
4. Consider the reports of Internal Audits and, when appropriate, advise the LGBs of material control issues, monitoring the implementation of agreed recommendations.
5. Determine whether appropriate accounting methods are being applied.
6. Discuss with management and with the external auditor all proposed major changes in accounting policy, the presentation of all large risks or uncertainties and all estimates or judgements of management that may be material to financial reporting.
7. Examine the audited annual financial statements in conjunction with the management report of the external auditor, with particular reference to whether the statements:
 - Properly reflect the significant accounting policies selected.
 - Reflect estimates and other financial statement elements that are reasonable and consistent.
 - Adequately disclose all major transactions and issues.
 - Disclose all post year-end significant events, and are understandable, relevant, reliable and comparable.
8. Recommend the ratification of the audited annual accounts to the Members.
9. Determine whether the performance of the external audit is satisfactory, effective and meets the requirements of all schools within the Trust, recommending the retention or replacement of the external auditor to the Members.

Educational performance:

1. To monitor assessment targets and data in line with national standards, for EYFS, KS1 and KS2 for all schools within Inspiring Primaries Academy Trust.
2. To monitor progress made across all schools within the Trust ensuring they are in line with national standards as well as monitoring identified groups e.g. gender, FSM, ethnicity, SEN etc.

Leadership:

1. To set the strategic direction of the schools with the CEO, CFO and Academy Headteachers of Inspiring Primaries Academy Trust.
2. To ensure all schools leadership teams within the Trust have appropriate and rigorous systems for assessment throughout the school.
3. To monitor and contribute to the self-evaluation and School Development Plans in all schools within the Trust to ensure the schools are moving in the right direction in terms of long term planning.
4. To ensure all schools across the Trust benefit from a good relationship with their community.



Staff:

1. To review the Performance Management Policy, its implementation and to receive an annual report on Performance Management, including staff development.
2. To establish Pay Policies for all categories of staff and to be responsible for their administration and review.
3. To oversee the appointment procedure for the CEO and CFO.
4. To determine whether sufficient funds are available for pay increments as recommended by the CEO.
5. In the light of the CEO Performance Management Committee recommendations, to determine whether sufficient funds are available for increments.
6. To make any decisions under the Trust Board's personnel procedures e.g. disciplinary, grievance, capability where the CEO, CFO or an Academy Headteacher is the subject of the action.
7. To undertake hearings in respect to staffing issues, for example discipline, grievance, capability etc.
8. To undertake staff reductions as required through redundancy proceedings.
9. To consider any formal request linked to pay, grading or pay awards.

Premises:

1. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
2. To prioritise the maintenance and development of all schools premises including use by outside users in line with Health and Safety Procedures.
3. In consultation with the CEO, CFO, Academy Headteachers and Chairs of LGBs, oversee premises-related funding bids.

QUORUM: Half of the number of Trustees in post.

The terms of reference agreed by the Trust Board on:

APPEAL HEARINGS:

Where staff hearings or decisions are required which may result in an appeal, the committee **MUST** be made up of no more than 3 trustees who are not members of staff and have no prior involvement or knowledge of the case.

Terms of reference:

1. To make any determination to dismiss any member of staff.
2. To make any decisions under the Trust Board's personnel procedures e.g. disciplinary, grievance, capability.
3. To make any determination or decision under the Trust Board's Complaints Procedure for Parents and others when the LGB cannot reach agreement.
4. To consider any appeal against selection for redundancy.
5. To consider any appeal against a decision on pay grading or pay awards.