

Chairs Forum

Terms of Reference for Brooke Weston Trust

1. Constitution

- 1.1 The Brooke Weston Trust (the “Trust”) is governed by a Board of Directors (the “Directors” or “Trustees”) which is responsible for, and oversees, the management and administration of the Trust and its Academies.
- 1.3 As provided by Articles 100-104 of the Articles of Association, the Directors:
 - i. may appoint separate committees to be known as Local Governing Bodies for each Academy; and
 - ii. may establish any other committee
- 1.3 The Board of Directors of Brooke Weston Trust hereby resolves to establish a committee of the Trust Board to be known as the “Chairs Forum”.

2. Membership

- 2.1 The Chairs Forum shall be comprised of each Chair of Governors for the Trust’s Local Governing Bodies, the Chair of the Trust Board of Directors, and the Chief Executive Officer (CEO).
- 2.2 The appointment of Chairs of Governors and members of the Chairs Forum shall be approved by the Board of Directors. The Board of Directors will seek the view of the Local Governing Body through a Chair election process.
- 2.3 The Chairs Forum shall at the first meeting elect a member to act as the Chair of the Chairs Forum. The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.4 The Chairs Forum may invite attendance at meetings from persons who are not Directors or Forum members to assist or advise on a particular matter or range of issues
- 2.5 The Chairs Forum will elect a Clerk to the Forum who will take notes of meetings.

3. Remit and Responsibilities

- 3.1 The Forum shall be responsible for the matters set out below:
 - 3.1.1 to monitor that the highest possible standards are set and maintained in all the Academies across the Trust, reporting on individual academy performance at each meeting
 - 3.1.2 to contribute to and be advised of strategic developments of the Trust and individual academies
 - 3.1.3 to receive a consolidated termly report from the Executive Team regarding standards and performance against key performance indicators
 - 3.1.4 to receive a consolidated termly report from the Executive Team regarding; the impact and implementation of the Academy Trust's financial strategy; a progress update on the overall financial plan for the Trust, including levels of income and expenditure per Academy
 - 3.1.5 to be consulted on changes and make recommendations to the Trust Board on the Trust’s policies
 - 3.1.6 to report on outcomes of stakeholder engagement exercises on an annual basis

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- 3.1.7 to feedback on the effectiveness of Local Governing Bodies, reporting on any unfilled vacancies, highlighting areas for development and possible training requirements, or identifying resources required to support the Local Governing Bodies.
- 3.1.8 to contribute to the development of governance materials and documentation to support Governors in fulfilling their duties.
- 3.1.9 to receive consolidated reports from the Board's subcommittees and relay the information to the Local Governing Bodies following receipt.

4. Proceedings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year, before the scheduled Board of Directors meetings.
- 4.2 The Clerk to the Chairs Forum shall give written notice of each meeting and circulate an agenda and any other reports or papers, provided by the Chair and CEO, to be considered at the meeting. This will be circulated at least seven clear days in advance of each meeting.
- 4.3 Any two members may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. It shall be the responsibility of the Clerk to convene a meeting as soon as reasonably practicable.
- 4.4 A quorum shall consist of five members of the Committee, plus the CEO.
- 4.5 Every matter to be decided at a meeting of the Chairs Forum must be determined by a majority of the votes of the members present and voting on the matter.
- 4.6 Each member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.8 If a member is unable to attend a meeting where a vote is to be made, the member must appoint either the Chair or another member of the Committee as their proxy to vote in their name and on their behalf, confirming if they are voting for or against the proposal.
- 4.9 Any Member or Director of the Board may attend of the Chairs Forum, provided that notice of attendance is provided to the clerk in advance.

5. Authority

- 5.1 The Forum is authorised by the Trust Board to:
 - 5.1.1 carry on any activity authorised by these terms of reference; and
 - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6. Reporting Procedures

- 6.1 Within 14 days of each meeting the Forum will (together called the Forum Reports):
 - produce and agree minutes of its meetings;
 - provide a summary document identifying (1) decisions made, (2) recommendations to the Trust Board, (3) items for information for the Trust Board and (4) items for further discussion by the Trust Board.
 - the Forum Reports will be sent to all members of the Trust Board within 21 days of each meeting.

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- 6.2 The Forum shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.3 The Forum shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.