

These Terms of Reference will come into effect on 16th November 2022 (last reviewed 3rd July 2024)

1.0 - Introduction

1.1 The Chairs' Committee (the Committee) is a Committee of the Board of the Stamford Park Trust (SPT) board.

1.2 The Board has established the Committee to support it in the discharge of its responsibilities for financial systems and operational controls, at Stamford Park Trust and all its academies.

2.0 - Role and Responsibilities of the Committee

2.1 The Role of the Committee is to:

- Facilitate the sharing of best practice and information across the Trust's committees by bringing together the Chair of each committee;
- Provide an opportunity for the Chairs of the Trust's committees to support each other in their roles;
- Support succession planning and development of governance leadership within the Trust.

2.2 The Responsibilities of the Committee are to:

- Receive reports from each member in relation to the work being undertaken within the committee they chair.
- Review the work of each committee to ensure that the key features of effective governance are being met, i.e.
 - Ensuring clarity of vision, ethos and strategic direction;
 - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
 - Overseeing the financial performance of the organisation and making sure its money is well spent.
- With the Head of Governance, review vacancies on each committee and skills gaps, and propose recruitment activity and trustee/governor CPD for recommendation to the Board of Trustees.

3.0 - Membership

3.1 The members of the Committee shall be the Chair of the Trust Board, Vice Chair of the Trust Board, the holders of the Chair of each academy Local Governing Body within the Trust and the Chief Executive Officer.

3.2 A quorum shall require three members of this Committee.

3.3 The Chair of the Committee will be the Chair of the Trust Board.

3.4 The duties and responsibilities of members of the Committee are in addition to those required of members of the Board/Local Governing Bodies.

3.5 A member of the Committee shall serve for the duration of their appointment as Chair of a Trust committee.

4.0 - Attendance at Meetings

4.1 The Committee may instruct any officer or employee of the Trust to attend to assist it with its discussions or provide expert advice on any particular matter.

4.2 As appropriate, the Committee may invite external advisers to attend meetings to provide legal, accounting and other advice on relevant agenda items.

4.3 The Committee may procure specialist advice ad-hoc at the expense of the Trust subject to budgets agreed by the Board.

4.4 The Committee may ask any or all of those in attendance but who are not members of the Committee to withdraw to facilitate open and frank discussion of particular matters.

5.0 - Frequency of Meetings

5.1 Meetings shall be held at least three times a year and scheduled to allow adequate time for Committee business.

5.2 The Chair of the Committee shall convene a meeting upon request by any Committee member who considers it necessary.

5.3 The Board may ask the Committee to convene further meetings to discuss particular issues on which they want the advice of the Committee.

6.0 - Notice and Information Requirements

6.1 The Head of Governance will act as Clerk to the Committee. Meetings of the Committee shall be called by the Clerk as scheduled or at the request of the Chair of the Committee. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be sent to each member of the Committee, any other person invited to attend and all other Board members no fewer than 5 working days prior to the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate at the same time.

6.2 Minutes of Committee meetings shall be kept for a period of at least 7 years.

7.0 - Reporting Procedures

7.1 The Clerk shall minute the proceedings and resolutions of all meetings of the Committee. At the start of each meeting, the Clerk shall identify the existence of any conflicts of interest and minute them accordingly.

7.2 The Chair of the Committee shall report formally to the Board on proceedings after each meeting of the Committee on all matters within its roles and responsibilities and the minutes of the meetings shall be made available to the Board

7.3 The Committee shall make such recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

7.4 If required by the Board, the Committee shall compile a report on its activities to be included in the Trust’s annual Report & Accounts.

7.5 The Committee shall review its own performance, constitution and terms of reference at least once a year to ensure it is operating effectively and recommend any changes it considers necessary to the Board for approval.