



TRUSTEES AND GOVERNORS CODE OF CONDUCT AND STANDING ORDERS

Presented to:

**Full Trustees Meeting
29 March 2018**

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CODE OF CONDUCT

This document should be read in conjunction with the company's Articles of Association, Scheme of Delegation and Terms of Reference documents

1.0 WHY WE HAVE A CODE OF CONDUCT

It is important (as well as good practice) that those responsible for the governance of an academy are aware of their legal duties and they are, briefly:

- as a Trustee under charity law
- as a Director under company law
- as a Governor under education legislation.

It is because of this “triple responsibility” that this document refers to the roles and responsibilities of ‘Members’, ‘Trustees’, ‘Directors’ and ‘Governors’.

Trustees will also all be provided with an annual reminder of their responsibilities via a “Musts & Shoulds” list to ensure they are aware of current practice. This will cover any pertinent issues in the Financial Academies Handbook or relevant legislation.

2.0 GENERAL PRINCIPLES

The Headteachers of Trust schools are responsible for the day-to-day management of their school, the implementation of policy and the operation of, and adherence to, the curriculum. Trustees and the Local Governing Committee (LGC) Governors have a responsibility for determining, monitoring and keeping under review the policies, plans and procedures within which the Trust and individual schools operate.

- The main aim of the Trust is to raise the educational achievement of all its pupils / students so that each individual has the opportunity to fulfil their potential.
- The Trustees, supported by the Governors, will contribute most effectively to this aim by focusing on their three roles:
 - To provide a strategic vision and objectives for the Trust and its schools
 - To act as a critical friend
 - To hold the CEO to account for educational standards achieved and the quality of education provided.
- Although Trustees and Governors are appointed and elected by different groups, their central concern is the welfare of the schools as a whole.
- Trustees and Governors have a general duty to act fairly and without prejudice at all times.
- Trustees and Governors should fulfil all reasonable expectations of a good employer.
- Trustees and Governors should consider carefully how their own decision might affect other schools within the Trust, the Local Authority (LA) and key stakeholders.
- Trustees and Governors should encourage open government and should be seen to do so.
- Trustees and Governors do not act alone but as members of a corporate team. Individual Trustees and Governors have power only when designated specifically to them by the Trust Board and the LGC.

3.0 COMMITMENT

- All Trustees and Governors should involve themselves actively in the operation of the Trust / LGC and respective schools and accept a fair share of responsibilities, including service on Committees, Panels and Working Parties.
- Regular attendance at relevant meetings is essential.
- Trustees and Governors should know their respective schools well and take opportunities offered by the schools to visit and become involved in activities (see separate Trustee / Governor Visits Policy).

4.0 RELATIONSHIPS

- Trustees and Governors should strive to operate as a team in which constructive working relationships are actively promoted.
- Trustees and Governors should develop effective working relationships with the CEO, Headteachers, staff, parents / carers, the LA and their local community.

5.0 CONFIDENTIALITY

- Trustees and Governors must observe complete confidentiality in accordance with any established policies and protocols or when asked to do so, especially in relation to matters concerning individual staff, pupils / students or parents / carers. It is emphasised that any data or information provided to Trustees and / or Governors in general meetings or at Committees (with the exception of any committee or panel of Trustees / Governors convened for the express purpose of considering any behaviour or discipline issues) shall not identify individual pupils / students.
- Although decisions reached at Trustee and Governors meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based must be regarded as confidential, if likely to discourage openness within the meeting.
- Trustees and Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the Trust Board / LGC.

6.0 CONDUCT

- Trustees and Governors should express their views openly within meetings but accept collective responsibility for all decisions.
- Trustees should only speak or act on behalf of the Trust Board when they have been specifically authorised to do so by the Chair of Trustees.
- Governors should only speak or act on behalf of the LGC when they have been specifically authorised to do so by the Chair of Governors.
- All official visits to schools should be undertaken within a framework which has been established by the Trust Board and agreed with the Headteacher (see separate Trustee / Governor Visits Policy).
- In responding to criticism or complaints relating to schools, Trustees and Governors should refer to the Trust's appropriate 'Complaints Procedure' for the correct procedure to be followed and advise the complainant accordingly.
- Trustees and Governors have a responsibility to maintain and develop the ethos and reputation of the Trust and its schools. Their actions within the Trust and / or local community should reflect this.
- Any business and pecuniary interest that a Trustee or Governor may have in connection with the Trust's business must be annually recorded in the Register of Business and Pecuniary Interests and amended if the situation changes during the year. This information to be published on the Trust / School's websites.
- Where an interest is declared, the Trustee or Governor must leave the meeting, if appropriate, while the item is under discussion.

7.0 INDUCTION, TRAINING AND DEVELOPMENT

Trustee and Governor induction, training and development is important. It benefits the Trust and the schools and individual Trustees and Governors and can help to develop effective teamwork. Trustees and Governors are encouraged to undertake training, including the National Training Programme for New Governors, to further their individual interests within the LGC and the work of the Trust as a whole.

The LGC will, when inducting new Governors, ensure that appropriate school based induction is undertaken and that new Governors receive appropriate documentation as outlined in any current Government guidance and/or as disseminated by the Clerk(s) in accord with an established programme. (See separate Governor Induction Policy).

8.0 MENTORING

An experienced Trustee or Governor who acts as a mentor to new Trustees / Governors can provide support and a listening ear for all aspects of the work. Trustees and Governors should be prepared to act as mentors, as required, and the LGC will appoint a Link Governor with responsibility for mentoring arrangements.

9.0 MEETINGS

Individual Trustees or Governors do not generally have any authority in the school. In certain circumstances, a Chair of a Committee may be required to take executive action and the terms of reference of committees permit this in exceptional circumstances. It is the collective decisions of all the Trustees or Governors together that carry authority. The activities that Trustees and Governors undertake outside meetings can be seen as preparation for the times when the Trust Board or LGC formally conducts its business.

It follows that if the Trust Board or LGC is to carry out its functions effectively and efficiently, its meetings are crucial. The Chairs, CEO, Headteacher(s), Clerk(s) and all the Trustees / Governors agree to observe the 'Meetings Charter' (Section 10) so the Trust Board, LGC and its Committees will provide an optimised framework for coming to informed, collective decisions.

10.0 MEETINGS CHARTER

As a Trustee / Governor I expect:

- people to attend regularly and be punctual,
- an agenda and relevant documents to reach me, wherever possible, at least seven days before every meeting,
- an agenda that makes clear the purpose of each item,
- a chair who keeps to the agenda, paces the meeting so that time is given to each matter in proportion to its importance, draws on all members for contributions and keeps discussions to the point,
- my contribution to be heard and others to contribute to the discussion,
- the decision-making process to be quite clear,
- promote to achieve the aims of the Trust
- Trustees / Governors to take collective responsibility for decisions,
- minutes that summarise views succinctly, record decisions accurately and are made available, in draft form, soon after each meeting.

Others can expect me to:

- attend regularly and be punctual,
- read the agenda, minutes and other papers before the meeting and note items I want to say something about,
- bring to the attention of the Chair of the meeting beforehand, any information or recommended changes to documents being considered which would expedite matters during the meeting,
- bring all pertinent information to the meeting,
- make relevant and positive contributions,
- listen to and consider what others say,
- accept my share of collective responsibility, even for those decisions that I do not personally agree with.

11.0 VISITING RESPECTIVE SCHOOLS

Trustees and Governors do not have an automatic right to enter the school but they do need to have the opportunity to arrange visits in order to see policy in action and to understand how the school works.

In order to avoid misunderstandings all Trustees and Governors should comply with the Visits Policy.

STANDING ORDERS

1.0 GENERAL PRINCIPLES

These Standing Orders are intended to provide a codified framework by which the responsibilities, functions and meetings of the Trust Board / LGC can be performed in an effective and efficient manner; having regard at all times to any appropriate enactments, regulations, officially released guidance publications and good practice.

These Standing Orders shall be subject to review in line with the review policy.

2.0 PRINCIPLES OF PUBLIC LIFE

Trustees / Governors' practice reflects the Seven Principles of Public Life as defined by the Committee on Standards in Public Life (the Nolan Committee, 1995):

- Selflessness - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.
- Integrity - Holders of public office should not place themselves under any financial or other obligations to outside individuals or organisations that might influence them in the performance of their official duties.
- Objectivity - In carrying out public business (including making public appointments, awarding contracts, or recommending individuals for rewards and benefits) holders of public office should make choices on merit.
- Accountability - Holders of public office are accountable for their decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership - Holders of public office should promote and support these principles by leadership and example.

3.0 ELECTION AND APPOINTMENT OF TRUSTEES AND GOVERNORS

Policy and Procedures

Trustees

In addition to the statutory requirements relating to such matters, Trustee appointments will be made by the Members of the Company. Nominations and elections will be skills-based to ensure the recruitment of high-calibre Trustees who are able to lead school improvement and develop and enhance a dynamic Trust Board.

Governors

In addition to the statutory requirements relating to such matters, the LGC follows the detailed guidance from the Local Authority on the election or appointment of Governors, a copy of which shall be held by the Clerk(s). When such elections and appointments are necessary the Clerk(s) will ensure that copies of that documentation are made available to all interested parties by display at the school's Reception and in the main Staffroom.

4.0 COMPOSITION OF THE LOCAL GOVERNING COMMITTEE

The total number of Governors, their categories and the term of office for which they are appointed is determined in the Trust's Articles of Association, effective from 1 March 2017.

The term of office of a Governor is a maximum of 4 years and any Governor may resign at any time. On expiry of term of office, a Governor may put themselves up for re-election if they so wish.

5.0 CHAIR OF GOVERNORS

5.1 Role of the Chair

The Chair is responsible for:

- ensuring the business of the LGC is conducted properly, in accordance with the legal requirements,
- ensuring meetings are run effectively, focusing on priorities and making the best use of time available, and ensuring that all members have an equal opportunity to participate in discussion and decision taking,
- establishing and fostering an effective relationship with their Headteacher based on trust and mutual respect for each other's role,
- reviewing the LGC's effectiveness and impact,
- ensuring effective communication with Trust and consider Trust focus in meetings.

The Chair has an important role in ensuring that the LGC acts as a sounding board to their Headteacher and provides strategic direction in line with the aims and objectives of the Trust.

5.2 Election of Chair (and Vice Chair)

5.2.1 Term of Office

The Term of Office of the Chair and Vice Chair of Governors shall be for one year, determined from the date of appointment which will usually take place at the Annual General Meeting of the LGC. No Governor who is employed within the Trust shall be eligible for appointment as Chair or Vice Chair of Governors.

5.2.2 Candidates

Governors wishing to stand for election as Chair and Vice Chair shall so inform the Clerk(s) not less than 14 days before the date of the Annual General Meeting at which the election is to take place and their names will be stated in the Agenda for that meeting to be issued 7 days before the meeting date.

5.2.3 Voting

If only one candidate stands for each office, then the election shall be effected by a resolution passed by at least 50% of those Governors who are present and entitled to vote. The candidate shall withdraw from the meeting whilst voting takes place and shall have no vote in the proceedings, which shall be chaired by the Clerk(s), who also shall have no vote. If either appointment is contested by more than one candidate, then the appointment shall be decided by secret ballot (of those Governors present and entitled to vote) conducted by the Clerk(s). A candidate shall not vote for their own appointment but may vote in respect of any other candidate.

5.2.4 Vacancy during Term

If the office of Chair or Vice Chair becomes vacant during the normal term the Governing Body shall elect a new Chair or Vice Chair at their next Meeting. See section 5.2.5 for how to operate in the absence of the Chair or Vice Chair.

5.2.5 Absence from Meetings

If the Chair is absent from any meeting or if the office of Chair is vacant, the Vice Chair will act as Chair for all purposes.

If neither the Chair or Vice Chair of Governors is present when the meeting proceeds to business then the other Governors present shall elect an Acting Chair of the Meeting from amongst their number, provided always that no Governor employed within the Trust Chairs the meeting.

5.3 Delegation of Functions to Chair (Vice Chair)

The Chair or Vice Chair have the power to carry out the functions of the LGC (subject to specified exempted actions) as detailed by statute if a delay in exercising a function is likely to be seriously detrimental to the interests of the respective school, a pupil / student or their parents / carers or a person who works at the school.

5.4 Removal from Office

The LGC may remove their Chair or Vice Chair from office in accordance with the procedures as detailed by the Articles of Association and in consultation with the Trust Board.

6.0 APPOINTMENT, REMOVAL AND ROLE OF CLERK(S)

6.1 Appointment

The Trust Board / LGC and various committees must appoint a Clerk(s). Trustees, Governors, associated members (if applicable) and the CEO / Headteachers cannot be so appointed to the position of Clerk.

6.2 Removal

The Trust Board / LGC may remove the relevant Clerk(s) by resolution passed at a meeting of the Trust Board / LGC.

6.3 Absence from Meetings

In the absence of the Clerk at any meeting of the Trust Board / LGC the Trustees / Governors present may appoint one of their number (but not the CEO / Headteachers) to act as Clerk for that meeting.

6.4 Clerking Responsibilities

It is the responsibility of the Clerk to:

- convene meetings of the Trust Board and LGC,
- attend meetings of the Trustees / LGC and ensure minutes are taken,
- maintain a register of members of the Trustees / LGC and report any vacancies,
- maintain a register of attendance and report this to the LGC,
- give and receive notices in accordance with any relevant regulations,
- perform such other functions as may be determined by the Trust Board / LGC from time to time.

7.0 MEETINGS AND PROCEEDINGS OF THE TRUSTEES / LGC

7.1 Right to Attend

Trustees, Governors, the CEO / respective Headteachers and the Clerk have the right to attend meetings of the LGC and of any of its duly constituted Committees (unless the Terms of Reference of any such Committee specifically excludes attendance).

The LGC may, at its discretion, allow any other person to attend its meetings upon such terms and for such purposes as the LGC shall determine. Any such attendee may be permitted to speak but shall have no voting rights.

7.2 Access to Meetings

Unless otherwise specifically resolved by the Trustees / LGC all of its meetings and of those of its Committees, Panels and Working Parties shall be closed and only those individuals named (or specifically authorised) in Paragraph 7.1 shall be entitled to attend.

7.3 **Meetings of Trustees and Governors**

7.3.1 Meetings Programme

The Trust Board / LGC will hold at least three meetings per academic year and such other meetings as may be required. A Meetings Programme for the Trust Board / LGC and for its Committees shall be agreed at the last meeting of the academic year.

7.3.2 Convening of Meetings

All Meetings of the Trust Board / LGC (whether included within or additional to, that annual programme) shall be convened by the relevant Clerk who shall take such directions as are appropriate from the Trust Board, LGC or respective Chairs. Any three members of the Trust Board / LGC can request a meeting of their committee by written notice given to the Clerk.

7.3.3 Notice of Meetings

Notice of all such meetings of the Trust Board / LGC shall be given to all relevant Trustees / Governors, the CEO / Headteachers and such other individuals or organisations as the Trust Board / LGC shall decide from time to time and issued not less than seven (7) clear days before the proposed meeting date.

The Notice shall specify the date, time and venue of the meeting and shall be accompanied by a copy of the Agenda and of any information to be considered at the meeting.

7.3.4 Agenda Format and Content

Each Agenda shall be agreed before issue with the relevant Chair of the meeting (or in his/her absence the Vice Chair).

Any Trustee / Governor may request that specific business be included on the Agenda and should endeavour to discuss with the Chair any matters they may seek to raise at the meeting not less than 48 hours prior to the meeting occurring in order to assist the efficient and effective management of the business to be transacted.

Meetings should be conducted expeditiously and generally within two hours except in exceptional circumstances agreed with the Chair.

7.3.5 Short Notice of Meetings

If the relevant Chair considers that there are matters that require urgent attention he/she can determine a shorter period of notice be given but at least seven (7) days' notice must be given if the following business is to be considered:

- removal of the Chair of Trustees / Governors,
- suspension of any Trustee / Governor,
- suspension or removal of the CEO / Headteacher within the Trust,
- proposal to permanently close the school within the Trust.

7.3.6 Quorum for Trustee / LGC Meetings

The quorum for Trust Board / LGC meetings and any vote on any matter thereat, shall be any 3 Trustees / Governors, 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, who are in each case present at the meeting and entitled to vote on the matters to be resolved.

7.3.7 Voting

Every question to be decided at a meeting of the Trust Board / LGC shall be determined by a majority of votes of those Trustees / Governors present.

In the case of an equality of votes cast, the Chair (or if standing in, the Vice Chair or Acting Chair) shall have a second or casting vote to be used, or not, at their absolute discretion.

Any decision to permanently close a school within the Trust will not have effect unless it is confirmed by a second meeting of the Trustees held not less than 28 days after the first meeting at which the decision was taken. The resolution to consider closure shall be specifically stated on the agenda for that second meeting and not less than 7 days' notice shall be given of the meeting.

7.3.8 Minutes and Papers

The relevant Clerk shall ensure that Minutes are drawn up for all meetings of the Trust Board / LGC, such Minutes to be sequentially numbered for each class of meeting and approved at the next meeting. The Chair (or Vice Chair or Acting Chair, if appropriate) of that next meeting shall sign and date the Minutes (and initial each page) when approved and the Clerk(s) will ensure all such Minutes (together with all relevant papers and reports to which they may refer, and the Agenda) are securely maintained as a permanent record.

Copies of all Minutes shall (subject to any issues of confidentiality) be distributed to all relevant Trustees / Governors, the Senior Leadership Team and such other individuals and organisations as the Trust Board / LGC shall determine from time to time and made available upon request.

7.3.9 Confidentiality

It is for the Trust Board / LGC or its Committees to decide whether any particular item of business, proposal, paper, report or meeting minutes are to be deemed confidential in which case the meeting shall direct the Clerk(s) to maintain any such papers or the minutes concerned as a separate confidential record, not available for public inspection or scrutiny (unless directed to under statute or in any relevant legal proceedings).

Documentation considered to be confidential shall be circulated by the relevant Clerk to Trustees / Governors (and to such other persons as directed) on pink background and conspicuously marked CONFIDENTIAL / PINK and recipients should avoid unauthorised disclosure of the business concerned whether in writing or orally.

7.3.10 Apologies

All Trustees / Governors / Clerk, and all elected members of Committees, are expected to offer apologies, with reasons, if unable to attend any particular meeting. Such apologies if possible to be given to the Chair or Clerk prior to the meeting commencing, or as soon as convenient thereafter.

Each meeting shall decide whether to accept such apologies and record that fact in the Minutes.

Any Trustee / Governor who fails, without the consent of their fellow Trustees / Governors, to attend a meeting of the Trust Board / LGC for a period of six (6) months from the date of the first missed meeting shall be disqualified as a Trustee / Governor without notice.

8.0 RESTRICTIONS ON PARTICIPATION

8.1 Principles

Subject to detailed provisions in the appropriate Regulations where there is a conflict between the interests of any person and the interests of the Trust Board / LGC, that person may be asked to withdraw from the meeting and shall not vote. In situations where the principles of natural justice require a fair hearing and there is any reasonable doubt as to an individual's ability to act impartially, she/he will withdraw from the meeting and shall not vote.

Such principles shall not prevent the Trust Board / LGC or any of its Committees from allowing someone who can offer relevant evidence to an issue being considered by it from giving that evidence.

8.2 Dispute Resolution

If there is any dispute as to whether an individual must withdraw from a meeting in accordance with these Standing Orders or the appropriate Regulations, then the Trustees / Governors present at the meeting shall decide the issue.

8.3 **Suspension of Trustees / Governors**

In the following circumstances the Trust Board / LGC may decide to suspend a Trustee / Governor for a period of up to six (6) months:

- the Trustee / Governor is paid to work at the school and is the subject of disciplinary proceedings in relation to that employment, or
- the Trustee / Governor is the subject of any court or tribunal proceedings, the outcome of which may be that he/she is disqualified from continuing to hold office as a Trustee / Governor under the Schedule 6 of the Constitution Regulations (or any statutory modification thereof), or
- the Trustee / Governor has acted in a manner that is inconsistent with the Trust's ethos and has brought or is likely to bring the Trust, school or the LGC or the office of Trustee / Governor into disrepute, or
- the Trustee / Governor is in breach of his/her duty of confidentiality to the Trust / school, the Trustees / LGC, the school staff or its pupils / students.

The Trust Board / LGC recognises the serious nature of any vote to suspend a Trustee / Governor on any of the above grounds and will endeavour to resolve any issues or disputes in a constructive manner.

Any such action involving the suspension of a Trustee / Governor shall conform to the procedures detailed in the statutory regulations.

9.0 **DELEGATION OF FUNCTIONS**

9.1 **Principles**

The Trustees / LGC may delegate any of its statutory functions to a Committee, an individual Trustee / Governor or to the CEO / Headteachers, subject to the prescribed restrictions.

9.2 **Review**

The Trustees / LGC shall annually review the delegation of any such functions.

9.3 **Accountability**

The Trustees / LGC remains accountable for any actions taken or decisions made under such delegated powers.

9.4 **Reporting Actions**

Any individual or committee to whom a function of the Trust Board / LGC has been delegated or who has otherwise exercised a function of the Trust Board / LGC shall formally report any such action taken or decision made in respect of that delegation or function to the next Trustee / LGC meeting.

9.5 Delegation to Committees

The following functions may be delegated to a Committee of the Trustees / LGC but cannot be delegated to an individual:

- the alteration, discontinuance or change of category of any school within the Trust, (Trustees);
- the approval of the first annual budget plan in each fiscal period, (Trustees);
- the approval of the financial authority and delegation within the Trust, (Trustees);
- any functions relating to disciplinary policies;
- any functions relating to the exclusion of pupils, following the agreed process set by the CEO, except in an emergency when the Chair of Governors shall have power to exercise those functions;
- any functions relating to the admission of pupils / students.

9.6 Delegation Prohibited

The following functions of the Trust Board / LGC cannot be delegated:

- the Constitution of the Local Governing Committee;
- the appointment or removal of the Chairs, Vice Chairs of Governors, the appointment of the Clerk(s), the suspension of any Trustee / Governor, the delegation of functions and the establishment of Committees.

9.7 Reserving Powers

Where the Trust Board / LGC has delegated functions to an individual or to a Committee this shall not prevent the Trust Board / LGC performing any of those functions itself.

10.0 COMMITTEES OF THE TRUST BOARD / LGC

10.1 Establishment of Committees

The Trust Board / LGC shall by resolution determine the constitution, membership and proceedings of any of its Committees and review the establishment, Terms of Reference ("TOR"), constitution and membership of its Committees. The Committees will review their own TOR, constitution and membership at their first meeting in each academic year.

10.2 Staffing Functions

The delegation by the Trust Board / LGC of its functions relating to the appointment and dismissal of staff, staff grievance, capability, conduct, discipline and suspension matters shall be in accord with any appropriate statutory regulations and guidance and any relevant Trustee / Governor Policies and procedures on such issues.

11.0 WORKING PARTIES AND GROUPS

11.1 Appointment

The Trust Board / LGC and any of its Committees may from time to time establish such ad hoc Working Parties or Groups consisting of such membership as the appointing body considers appropriate for the designated report, task, action or event to be carried out. Formal Terms of Reference to be established for each of these cases.

11.2 **Scope and Objectives**

The appointing body shall further determine the scope and objectives of such designated report, task etc and the resources and time scales involved and allocated the methodology, format and frequency of reporting back and, if applicable, the criteria by which performance will be assessed.

11.3 **Authority and Termination**

Any such Working Party or Group with minuted meetings shall have no authority to take any decisions unless stated in the Terms of Reference, to commit or bind the Trust Board / LGC or any Committee in any manner whatsoever and shall be required to seek approval, as relevant, for any recommendations, proposals or decisions it wishes to promulgate, except where specifically mandated by the Trust Board / LGC. In these cases, these committees should report to the Trust Board / LGC throughout the period of the mandate.

The Working Party or Group may be disbanded at any time by the appointing body and shall, in any event, cease to operate upon the completion of its designated report, task etc.

11.4 **Method of Working**

It shall be for members of the Working Party or Group to determine their method of working, frequency of meetings etc, except that:

- the group Leader or Chair shall be nominated by the appointing body,
- minutes, notes or other acceptable written records of all its meetings shall be maintained and be sent to the Clerk(s) of the Trust Board / LGC for distribution to all relevant Trustees / Governors.

12.0 **TRUST AND SCHOOL POLICIES**

12.1 **Principles**

All policies, whether statutory or otherwise, operating in the school or relating to the performance or procedures of the Trust Board / LGC itself shall be formally approved, revised or discontinued only with the consent of the Trust Board / LGC acting, as appropriate, upon the recommendations of the Headteacher, relevant Committee, statutory enactment, guidance or recognised external professional advice.

12.2 **Programme of Review**

The Trust Board / LGC or as appropriate, its Committees, will maintain a programme for the regular review of all such Policies to ensure their continuing validity, effectiveness and application.

13.0 PRESENTATION OF PAPERS AND REPORTS

It is a requirement of the Trust Board / LGC that any matter of substance, policy creation (or substantial review) significant new project, major capital expenditure proposal or other serious matter affecting the management, operation or performance of the Trust, and proposed to be included on the Agenda of any particular meeting of the Trust Board / Governing Body or of any of its Committees, shall not be considered without a written proposition, paper or report issued with the said Agenda.

Unless the issue concerned is agreed to be classified as urgent business by the Chair of Trustees / LGC, (or Chair of any Committee) so that this requirement can be dispensed with, prior to the meeting, such instruction is intended to ensure that all Trustees / Governors are alerted to the matter and have sufficient information and the opportunity to give full and proper consideration to that business, including deciding whether or not to attend the meeting concerned.

In this manner, the Trust Board / LGC believes it will be assisted in discharging its responsibilities in an efficient and effective manner.

14.0 TRUSTEE / GOVERNORS' SUBSISTENCE AND ALLOWANCES

The Trust Board has adopted a Policy covering the statutory entitlement of individual Trustees / Governors to claim approved subsistence and allowance costs, (see separate Trustee / Governors' Expense Policy).

Notwithstanding such Policy, the Trust Board expects that any such claims will be the exception and will be subject always to the process of prior approval as detailed in the Policy.

15.0 REVIEW

The Trust Board will review this document in line with the procedure for policy review.

Date for Review

If no other reason for review this document will be reviewed in Spring 2021.