



LYDIATE  
LEARNING  
TRUST

**Board of Trustees  
(Directors)  
Terms of Reference  
(LLT)**



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

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# Board of Trustees (Directors) Terms of Reference (LLT)

## Meetings

The Trust Board is a group of Trustees (referred to as Directors) accountable to the Trust Members for effective leadership and management of the Trust.

The Board will meet bi-monthly. Any additional meetings will be by exception and agreed by the Chair and the Senior Clerk.

The agenda and all paperwork relating to the meeting will be circulated 7 days prior to each meeting, usually via GovernorHub.

All meetings will be minuted by the Senior Clerk to LLT or, in their absence, someone appointed by the Clerk or Chair. The minutes will be available to all Directors on GovernorHub.

The Chair of the Board will oversee the preparation of any requested reports on matters relating to the work of the Board for the Trust Members and any external bodies including the Regional Schools Commissioner (RSC) and the Education and Skills Funding Agency (ESFA)

## Quorum

### Item 117 of the Trust Articles of Association Refers

Subject to Article 119 of the Trust Articles of Association, the quorum for a meeting of the Directors, and any vote on any matter thereat, shall be any three Directors, or, where greater, any one third (rounded up to a whole number) of the total number of Directors holding office at the date of the meeting.

118. The Directors may act notwithstanding any vacancies in their number, but, if the numbers of Directors is less than the number fixed as the quorum, the continuing Directors may act only for the purpose of filling vacancies or of calling a general meeting.

119.

The quorum for the purposes of - Multi Academy Model Mainstream

- a) appointing a parent Director under Articles 56;
  - b) any vote on the removal of a Director in accordance with Article 66;
  - c) any vote on the removal of the chairman of the Directors in accordance with Article 90;
- shall be any two thirds (rounded up to a whole number) of the persons who are at the time Directors entitled to vote on those respective matters.

## Board Chair

For the academic year 2019/20 the Chair will be **John Graham**.

The Chair is elected each September by the Trust Board. If the Chair is absent from a meeting, the Vice Chair, will lead the meeting.

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# Board of Trustees (Directors) Terms of Reference (LLT)

## Purpose

The Board is responsible for ensuring all the Trust Academies and the AMP SCITT deliver their priorities each academic year and in doing so, promote the Vision and Values of Lydiate Learning Trust. These priorities will fall under the following key areas:

- i) Quality of Education
- ii) Personal Development
- iii) Behaviour & Attitudes
- iv) Leadership & Management
- v) Safeguarding

## Key Responsibilities

The LLT Board will;

- Develop and communicate strategy for the Trust, explaining the vision and the aims.
- Develop a clear business growth plan for the Trust.
- Be accountable for the performance of all academies in the Trust.
- Ensure sound management of the academies and that strategies are in place to ensure managers are equipped with relevant skills and guidance.
- Set aspirational targets for the performance of the Trust including performance in each academy, to ensure the best possible outcomes for students.
- Work collaboratively with the Academy Governance Committees (AGCs) and all stakeholders.
- Maximise Trust resources and allocate accordingly.
- Agree and measure progress against the Trust Improvement Plans and individual Academy Improvement Plans.
- Have oversight and shared management responsibility for all finances.
- Have oversight and shared management responsibility for site and premises related issues.
- Have oversight and shared management responsibility for risk.
- Set policy and standards.
- Address any issues brought to attention by any of the committees, in particular where decisions or priority setting is required.
- Oversee Admissions.
- Appoint Headteachers to the Academies.
- Consider and act upon any matters not covered by the committees.

## Committees

The Board has established the following sub committees, meeting as shown:

- Standards and Outcomes (Termly)
- Finance & Resources (Termly)
- Audit & Risk (Annual)

Plus

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# Board of Trustees (Directors) Terms of Reference (LLT)

- A Governance Committee in each Academy (AGC) (Twice per Term), the Chairs of which shall be appointed each year, by the Board.

And

- An AMP SCITT Governance Committee (Termly), the Chair of which shall be appointed each year, by the Board

## Working Closely with our Academies

The Board will assign Linked Directors.

These will be to either:

- a particular academy
- to an area such as Safeguarding & SEN, Risk, Quality of Education, Leadership & Management
- both

The Board also provides two forums for;

- Chairs of the Academy Governance Committees (AGCs)
- Head Teachers of the academies

The forums are led by the CEO and their purpose is to:

- Build relationships
- Disseminate information.
- Generate new ideas.
- Influence policy development.
- Undertake consultation.
- Share best practice.

## Student, Parent & Staff Voice

Accessing and responding to student's collective concerns is an important part of the operations and governance of our academies. All our academies have active student councils with representatives from each year group. Each AGC will give due regard to issues raised through the Student Council and the management actions taken in response to the issues, on behalf of the LLT Board.

AGCs must also fully engage parents and staff to canvass feedback, working with the individual academy management to address issues raised.

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