

## **Tees Valley Education Trust**

### **Trust Board**

#### **Terms of reference**

**September 2024/25**

#### **Membership**

- Trustee chair (trustee appointed by board)
- Vice chair (trustee – appointed by board)
- All trustees
- TVED CEO: ex officio trustee

#### **In attendance**

- Deputy CEO
- TVED directors as appropriate.
- External auditors attend December trust board meeting to present annual audit.

#### **Working arrangements**

- Meets 4 times a year (plus two training days in February and May each year for self-evaluation and review/training)
- Meetings clerked by independent governance professional (Redcar and Cleveland Council Governance Service)
- CEO agrees content with chair in accordance with annual work plan agenda
- Trust officers other than CEO invited to attend meetings as appropriate for particular agenda items.

#### **Roles and responsibilities**

- Annually consider and approve TVED's mission and vision statements and any changes of direction.
- Annually consider and approve PLACE implementation and action plan for the year
- Approve TVED's one year and three-year strategic plans.
- Review and approve annual trust board work plan.
- Elect committee chairs annually and approve trustee membership when vacancies arise and renew trustee term of office.
- Approve challenge board chair and trustee membership.
- Approve powers used by chair or CEO since the previous TB meeting.

- Approve local academy chairs (LAC) chairs and ratify any appointments of parent, carers or other individuals with parental responsibilities for the LAC (up to 2 per LAC).
- Review annual pay policy including performance management arrangements
- Approve recommendations on all pay determination matters from ARF and Pay Review Committee ensuring they are aligned with NJC and STPCD terms (see Trust's pay policy)
- To attend the Pay Appeal Committee as required
- Agree membership of trustee appeals panels.
- Register annual business and personal interests and confirm at the start of each meeting.
- Receive, consider and, where appropriate approve CEO's report and recommendations on key strategic issues for TVED, to include:
  - national and regional developments
  - development of People, Learning and Community Engagement (PLACE) initiative and action plan
  - TVED curriculum including PLACE led careers curriculum
  - TVED pupil performance and standards
  - TVED financial, reputational risks
  - TVED senior officers' engagement in local, regional and national groups
  - TVED strategic risks and risk management
- Review financial and decision-making delegations annually.
- Review and agree trust strategic risks annually and receive reports from standards committee and ARF on in-year risks by exception.
- Approve trust KPIs for following academic year.
- Review trust policies in line with review timetable
- Receive bi-annual external safeguarding reports and approve recommendations
- Receive annual report on complaints and approve any recommendations
- Receive annual audit report
- Receive member decisions about appointment of trust auditors (every 3 years minimum).
- Receive Management Accounts, cash flow, balance sheet report following scrutiny by ARF Committee
- Review admission numbers and arrangements and charging policy for following academic year.
- Approve changes to trust central staffing structures.
- Appoint and approve CEO and deputy CEO
- Appoint headteachers and deputy heads of academy
- Approve trust and academy budgets for following year
- As appropriate consider strategic trust proposals including new schools/academies applying to join the trust
- Approve trust improvement plan, trust wide improvement targets and KPIs
- Receive updates on the outcomes of any external evaluations and actions taken to respond to recommendations.

## **Reporting arrangements**

- Receives committee minutes and considers recommendations made by committees.
- Trustees and members receive trust board minutes.
- Headteachers, heads of academy and senior TVED staff receive minutes.
- Committee chairs report on main issues and recommendations as standing item.
- CEO report as standing item.
- PLACE update report as standing item
- TB and members receive annual external audit report and action plan. Auditors attend December TB meeting.
- TB meets twice a year with Local Academy Chairs at training days (February and May)