



Chairs Forum

Terms of reference, constitution and membership 2023/24

Reports to: Board of Trustees

Terms of reference

The key responsibilities and purpose of the Chairs Forum are:

1. To receive a regular information update from the Executive Team regarding developments and current priorities for the Trust
2. To ensure that information from the Board is disseminated to each Local Governing Body (LGB)
3. To provide feedback on areas of consultation requested by the Board
4. To ensure that the Board is able to fulfil its duty to ensure that decision making is supported by meaningful engagement with stakeholders through the reporting of relevant issues by LGBs
5. To provide an environment for challenge and support between the layers of governance ensuring open and honest discussion on matters of celebration or improvement

Accountability

6. To establish such short-term working groups as the Chairs Forum considers appropriate to enable it to fulfil its responsibilities
7. To undertake any other specific duties and advise on such matters requested by the Board of Trustees or Chief Executive;
8. To have due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity, promote diversity and inclusion, and foster good relations between different people, in accordance with the public sector general duty of the Equality Act (2010).

Constitution and membership 2023/24

- All Chairs of Academy Local Governing Bodies (Chairs may nominate a member of the LGB to attend in their temporary absence)
- Dr John Smith – Chief Executive and Trustee
- Any other Trustee may attend a meeting as a member

Chair

- Chief Executive

Officers

- Samantha Coates, Deputy CEO: Chief Operating Officer
- Dylan Davies, Deputy CEO: School Improvement
- Kathryn Smith, Director of Governance and Admissions

Clerk

- Local Governance Manager

Meetings

- Three meetings per school year

