Terms of Reference:

2026/27 Academic Year

Version 01.1: October 2026

These Terms of Reference will be updated:

- Annually and in response to changes in relevant legislation and statutory guidance
- Following consideration at the first strategy session of trustees held in the relevant academic year

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In Partnership to
Educate, Nurture and Empower

ABBEY MULTI ACADEMY TRUST

Terms of Reference 2026/27

Preface

These Terms of Reference (ToR) provide the framework through which Abbey Multi Academy Trust (Abbey Trust) exercises effective, transparent, and accountable governance. They define how delegated authority flows from the Trust Board to its Committees and Local Governing Boards (LGBs), ensuring alignment with the 2026/27 Scheme of Delegation and full delivery of the Trust's Strategic Plan 2024–2027.

This document should be read alongside the Scheme of Delegation and Financial Scheme of Delegation. Together, they describe who makes decisions, who is responsible for implementation, and how assurance is provided to the Trust Board. These Terms apply across all levels of governance within Abbey Trust and are grounded in the Trust's mission to work in partnership, to educate, nurture, and empower.

Introduction and Governance Context

Abbey Trust operates as a charitable trust and company limited by guarantee. The Trust Board is the accountable body responsible for the overall strategic direction, performance, compliance, and financial integrity of the organisation. It delegates certain responsibilities to Committees and Local Governing Boards to secure effective decision-making and strong local accountability while retaining overall control.

The governance model reflects the principles set out in the 2026 Scheme of Delegation: strategic leadership, robust assurance, and ethical stewardship. These are delivered through a structure that enables the Trust to live out its five strategic pillars: *Our People, Our Educational Standards, Our Christian Mission, Our World*, and *Our Organisation*.

Each governance body plays a defined role: the Trust Board ensures strategic coherence; Committees provide detailed scrutiny and assurance; Local Governing Boards monitor impact at academy level; and senior leaders execute Trust policy and strategy. Together, they sustain a culture of integrity, improvement, and service.

Abbey Multi Academy Trust is a Church of England multi-academy trust and a partner within the family of Church schools of the Diocese of Leeds. In fulfilling its governance responsibilities, the Trust Board operates in accordance with the *Diocese of Leeds Academy Strategy and Policy (2024)*, ensuring that its academies are conducted in line with the principles, practices, and tenets of the Church of England. All trustees, committee members, and local governors of Church of England academies within the Trust are required to sign a written undertaking to the Leeds Diocesan Board of Education to uphold the Objects of the Company and the Diocesan Strategy. This commitment ensures that governance at every level reflects the Trust's Christian foundation and its duty to promote the spiritual, moral, social, and cultural development of all pupils.

Trust Board: Terms of Reference

Purpose: To provide overall strategic leadership, accountability, and oversight for Abbey Multi Academy Trust in line with its charitable objects, Christian foundation, and the requirements of the Diocese of Leeds. The Trust Board ensures that the Trust delivers its vision to educate, nurture, and empower all pupils within a framework of Christian values, operating as one organisation for the benefit of every academy and community it serves.

Key Responsibilities: The Trust Board is the accountable body for the performance, compliance, and sustainability of Abbey Trust. It determines the strategic direction of the Trust, approves and monitors delivery of the *Strategic Plan*, and holds the Chief Executive Officer to account for its implementation.

It ensures effective financial stewardship, risk management, and compliance with all statutory and regulatory requirements, including those set out in the *Academy Trust Handbook* and the *Diocese of Leeds Academy Strategy*.

The Board safeguards the Church of England character of the Trust's academies and maintains a strong partnership with the Diocese of Leeds. It ensures that Christian vision and values guide all decision-making, promoting academic excellence and the spiritual, moral, social, and cultural development of every pupil.

The Board oversees governance effectiveness across all levels of the Trust, ensuring that committees and Local Governing Boards operate within delegated authority and provide clear, transparent assurance. It approves key policies, monitors safeguarding arrangements, and ensures that all leaders are supported and challenged to maintain high standards of education, financial probity, and wellbeing for pupils and staff.

Through its work, the Board ensures that the Trust is ethical, sustainable, and focused on long-term flourishing for pupils, staff, and communities.

Policy Responsibilities: The Trust Board is responsible for the detailed review and approval of all policies reserved to it under the Trust's *2026/27 Policy Delegation Matrix*, ensuring that each policy aligns with statutory requirements, the Trust's strategic priorities, and its Christian ethos.

Strategic Alignment: The Trust Board holds responsibility for the overall delivery of all five strategic pillars, *Our People, Our Educational Standards, Our Christian Mission, Our World,* and *Our Organisation*, ensuring that Abbey Trust's Christian ethos is lived out in every aspect of its governance, leadership, and daily practice.

Audit & Risk Committee: Terms of Reference

Purpose: To provide independent assurance on the adequacy and effectiveness of the Trust's internal controls, risk management, and compliance systems.

Key Responsibilities: The Audit & Risk Committee oversees the Trust's internal control framework and ensures the integrity of financial and non-financial systems. It reviews the internal audit programme and the findings of both internal and external auditors, ensuring that recommendations are acted upon promptly. The Committee monitors the Trust's compliance with statutory requirements, the Academy Trust Handbook, and key policies, ensuring that governance and management controls remain strong. It regularly reviews the Trust's risk register, assesses the adequacy of risk mitigation and escalation processes, and ensures that the Trust's approach to risk reflects its appetite and strategic priorities. The Committee also monitors arrangements for data protection, whistleblowing, fraud prevention, health and safety, and cybersecurity, and provides the Board with assurance that safeguarding and compliance frameworks are robust and effective.

Policy Responsibilities: The Audit & Risk Committee is responsible for reviewing and approving, where delegated, policies relating to risk management, internal control, compliance, safeguarding, data protection, and health and safety, as set out in the *2026/27 Policy Delegation Matrix*. The Committee ensures that these policies are robust, compliant, and consistently applied across the Trust.

Strategic Alignment: The Committee contributes to the 'Our Organisation' and 'Our World' pillars by ensuring that systems, processes, and governance practices enable the Trust to operate ethically, securely, and sustainably.

Finance & Resources Committee: Terms of Reference

Purpose: To oversee financial strategy, resource management, and estates planning, ensuring the Trust's long-term financial sustainability and effective stewardship of public funds.

Key Responsibilities: The Finance & Resources Committee scrutinises the Trust's financial strategy, budgets, and forecasts to ensure they are aligned with the Trust's priorities and demonstrate value for money. It monitors financial performance, reserves, and investment strategies and recommends them to the Board for approval. The Committee oversees estates and capital projects, ensuring that facilities are safe, well maintained, and capable of supporting high-quality education. It reviews procurement and contract management processes to ensure efficiency and compliance. The Committee also oversees the Trust's IT infrastructure and sustainability strategy, promoting efficient use of resources and environmental responsibility. It also considers HR and payroll implications of financial decisions in partnership with the People Committee. Through regular review of management accounts and benchmarking, it provides the Board with clear assurance on financial control, performance, and risk.

Policy Responsibilities: The Finance & Resources Committee is responsible for reviewing and approving, where delegated, policies relating to finance, procurement, estates, and sustainability, in line with the *2026/27 Policy Delegation Matrix*. It ensures that all such policies promote sound financial management, value for money, and effective stewardship of public resources.

Strategic Alignment: The Committee advances the 'Our Organisation' and 'Our World' pillars by ensuring that resources, infrastructure, and investment decisions support the Trust's educational and environmental goals.

People Committee: Terms of Reference

Purpose: To oversee the Trust's workforce strategy, pay, performance, wellbeing, and equality, ensuring that all colleagues are valued, developed, and supported in accordance with the Abbey Trust People Strategy.

Key Responsibilities: The People Committee provides strategic direction and assurance for all workforce matters across the Trust. It monitors the implementation and impact of the Abbey Trust People Strategy, ensuring that policies and practices promote fairness, consistency, and alignment with employment law and equality duties. The Committee oversees pay and performance frameworks, ensuring transparent processes and equitable outcomes across all academies.

It reviews workforce data on recruitment, retention, diversity, and wellbeing, evaluating trends and identifying areas for improvement. The Committee receives regular reports from HR and senior leaders on staff engagement, workload management, and employee relations, ensuring that Abbey Trust remains an employer of choice. It also oversees succession planning and leadership development at all levels, supporting a sustainable pipeline of future leaders.

The Committee has responsibility for oversight of senior leadership appointments and advises the Board on the annual performance review of the Chief Executive Officer. Through this work, the Committee ensures that staffing structures, development opportunities, and wellbeing initiatives enable colleagues to deliver excellence for pupils and embody the Trust's values in practice.

Policy Responsibilities: The People Committee is responsible for reviewing and approving, where delegated, workforce, pay, performance, and wellbeing policies in accordance with the *2026/27 Policy Delegation Matrix*. The Committee ensures that all policies reflect legal compliance, equity, and the Trust's commitment to staff development and wellbeing.

Strategic Alignment: The Committee underpins the 'Our People' pillar and supports 'Our Organisation' by building a positive, inclusive, and values-led culture where staff feel empowered, motivated, and equipped to make a lasting difference.

Standards Committee: Terms of Reference

Purpose: To provide strategic oversight and challenge in relation to educational performance, curriculum quality, inclusion, and pupil wellbeing across all Trust academies.

Key Responsibilities: The Standards Committee monitors pupil achievement, progress, and attendance across the Trust and evaluates the impact of improvement strategies. It reviews the effectiveness of teaching and learning, curriculum intent and delivery, and the overall quality of education in each academy. The Committee examines the progress of vulnerable groups, including pupils with SEND and those eligible for Pupil Premium, and ensures that support is well targeted and effective. It also monitors safeguarding, behaviour, and pupil wellbeing to ensure that every child learns in a safe, inclusive environment. The Committee oversees the Trust's approach to character education and personal development, ensuring that pupils' social, emotional, and spiritual growth is actively supported through curriculum design, enrichment, and pastoral care. By reviewing reports from LGBs, the Central Education Team, and the CEO, the Committee ensures that outcomes and standards are continually improving in line with the Trust's vision and values.

Policy Responsibilities: The Standards Committee is responsible for reviewing and approving, where delegated, educational, safeguarding, and curriculum-related policies as defined in the *2026/27 Policy Delegation Matrix*. The Committee ensures that these policies support high-quality education, inclusion, and pupils' spiritual, moral, social, and emotional development.

Strategic Alignment: The Committee advances the 'Our Educational Standards' and 'Our Christian Mission' pillars by ensuring that Abbey Trust provides an education that develops the whole child, academically, socially, emotionally, and spiritually, enabling all pupils to live life in all its fullness.

Local Governing Boards (LGBs): Terms of Reference

Purpose: To provide local oversight, support, and challenge to ensure that each academy delivers high-quality education, maintains compliance with Trust policy, and remains closely connected to its community.

Key Responsibilities: Local Governing Boards monitor the quality of education, behaviour, and wellbeing in their academies and hold the Academy Leader to account for delivering the *Academy Development Plan*. They ensure that safeguarding, health and safety, and statutory requirements are fully met and act as panels for exclusions, complaints, and admissions as required. LGBs act as local ambassadors for their academies, building strong relationships with parents, pupils, staff, and community stakeholders. They provide local intelligence and assurance to the Standards Committee and the Trust Board, ensuring that governance remains responsive to each academy's context and needs.

Policy Responsibilities: Local Governing Boards are responsible for reviewing and approving, where delegated, academy-level policies in accordance with the *2026/27 Policy Delegation Matrix*. They ensure that local policies are implemented effectively, comply with Trust-wide frameworks, and reflect the individual context and community of each academy.

Strategic Alignment: LGBs contribute across all five strategic pillars, ensuring that Trust-wide strategy translates into meaningful impact for pupils, staff, and local communities.

Appendix 1: Standing Orders

All standing orders, membership structures, and procedural requirements are as set out in the following approved Standing Orders section of the Terms of Reference. This includes provisions governing membership, quorum, meeting frequency, notice, decision-making, conflicts of interest, and record-keeping.

ABBEY TRUST BOARD OF TRUSTEES

1. CONSTITUTION	
	Abbey Multi Academy Trust ("the Trust") is constituted as a multi-academy trust which operates as a charity and company limited by guarantee. The Trustees must act pursuant to the Articles of Association of the Trust. The Trust is governed by a Board of Trustees ("the Trustees") who are responsible for, and oversee, the management and administration of the Trust and its academies.
2. ACCOUNTABILITY	
	The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Trust and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. Where an individual academy is a designated Church of England academy, the Trustees are also accountable to the DBE, and to the Trustees (as that term is defined in the Articles) to ensure that the Academy is conducted as a Church of England school.
3. MEMBERSHIP	
• **Trustees**	The Board shall have a minimum of 3 trustees but shall not be subject to any maximum. Membership shall be as follows: • The Members shall appoint no fewer than 5 trustees. • The Chief Executive Officer(s) shall be a trustee for as long as they remain in office. • The Board may appoint up to 2 Co-opted trustees, subject to the consent of the Diocesan Board of Education (DBE). • The number of trustees who are also employees of the Trust (including the Chief Executive Officer(s) should not exceed one third of the total number of trustees.
• **Term of Office**	• Member-appointed trustees: 4-year term • Co-opted trustees: term as determined by the trustees at appointment • Ex-officio (Chief Executive Officer): N/A
• **Re-appointment**	Subject to remaining eligible to serve as a Trustee, any individual may be re-appointed to the Board of Trustees up to the recommended* maximum of three terms (**further terms may be considered by the Board in exceptional circumstances*).

• **Chair and Vice Chair**	The Chair and Vice Chair shall be elected at the first meeting of each academic year, unless a vacancy arises before that date, from among the members of the Trust Board. No person may act as Chair if they are an employee of the Trust. The Chair will conduct all meetings of the Board, except in the absence of the Chair, where the chair will be taken by the Vice Chair. In the absence of both the Chair and Vice Chair, the Board will elect one of their number to chair the meeting. If both the Chair and Vice Chair resign, the Board of Trustees will convene a meeting within 10 working days to elect their successors.
• **Clerk and Company Secretary**	The Trust's Head of Governance & Compliance is the Trust's Lead Governance Professional and Company Secretary; they will ensure the services of a professional Clerk to the Trust Board. The term 'Clerk' in this document shall refer to both the Lead Governance Professional and any individual contracted by the Trust to carry out that function.
• **Meeting Attendees**	The Trust Board may invite attendance at meetings from persons who are not trustees to assist or advise on a particular matter or range of issues, or where they are reporting to an item on the agenda. Such persons shall be entitled to speak with the permission of the Chair but will not be entitled to vote on any matter.
4. REMIT AND RESPONSIBILITIES	
• **General**	The Trust Board shall be responsible for the matters set out in the Scheme of Delegation and summarised in the Terms of Reference.
• **Chair's action**	The Chair, or in their absence the Vice Chair, has authority to take urgent action between meetings provided that the following conditions exist: • Delay in dealing with the matter would be seriously detrimental to a pupil, or a potential pupil, or his or her parents, or to a member of staff, or to a potential member of staff, or to the Trust's reputation or effective operation; and • A meeting could not be called in sufficient time to deal with the matter without being seriously detrimental as described above; or. • A vote could not be organised using electronic voting systems (i.e. via the Virtual Office) in sufficient time to deal with the matter without being seriously detrimental as described above. If any urgent action is taken by the Chair between meetings, the facts will be reported to the next meeting of the Board and recorded in the minutes.

• **Outside of meeting approval**	The Board has determined that the following business may be transacted via electronic voting methods in the Trust's Virtual Office: • Policy review and approval. • Time-sensitive proposals where delay until the next meeting would be detrimental to the effective operation of the Trust. In all cases, the outcome of outside of meeting approval will be reported to the next full meeting for ratification. In exceptional circumstances, the Chair might determine that a Special Meeting of the Trust Board should be called.
5. PROCEEDINGS OF TRUST BOARD MEETINGS	
• **Frequency**	The Board will meet as often as is necessary to fulfil its responsibilities (usually once per half term) and not less than three times in each academic year. A schedule of ordinary meetings will be prepared by the Lead Governance Professional annually and convened by the Clerk. The Clerk will comply with any request for an extraordinary meeting made by the Chair, or a requisition signed by 3 trustees, and will convene the meeting as soon as reasonably practicable. Extraordinary meetings and meetings rescheduled due to adjournment/being inquorate will levy additional clerking charges.
• **Timing**	Meetings will start at times which are acceptable to the full Board, having consideration for the workload and well-being of the employees required to be in attendance, and will be limited to 2 hours' duration. Where business has not been concluded within the time specified above, those present at the meeting may resolve to extend the meeting for a given time in order to deal with specified business. Agreement shall include the allocated Clerk to the meeting; a charge will be levied for additional clerking time in excess of 2 hours.
• **Quorum**	The quorum for a meeting of the Trust Board shall be any three Trustees, or where greater, one third (rounded up) of the total number of trustees. If during the course of a meeting it becomes inquorate it will be adjourned. A meeting may be adjourned at any time by resolution of the Board. When a meeting is adjourned, or is inquorate, any items remaining on the agenda will be placed on the agenda of a subsequent meeting or on the agenda of a further meeting to be convened by the Clerk as soon as is reasonably practicable.

• **Notice**	The notice and agenda for each Trust Board meeting will be published to the Virtual Office for the attention of the members of the Trust Board, and be sent to any other person attending the meeting, no later than seven days before the meeting. An extraordinary meeting, called by the Chair or on requisition, may be circulated within a shorter timeframe. A quorate meeting and its proceedings shall not be invalidated by reason of any individual not having received the notice and agenda.
• **Agenda**	The agenda will be organised by the Clerk in consultation with the CEO and Chair as appropriate. Items may be placed on the agenda by individual, or groups of, Trustees by submission in writing to the Clerk. Papers which inform agenda items will be published on the Virtual Office with the agenda and should be submitted via email to the Clerk in advance of the meeting.
• **Late Items / Any other business**	Following publication of the agenda, and up to 48 hours before the meeting, late items should be notified to the Clerk who will agree whether they are to be included with the Chair/CEO as appropriate. At the relevant point in the agenda (usually 1c in a standard agenda), a trustee should inform the meeting of any item they wish to raise under Any Other Business. The meeting will decide whether any item so identified may be raised under Any Other Business, whether it should be deferred to a subsequent meeting, or whether it should be heard at all.
• **Attendance**	A record will be kept of all persons attending a meeting of the Board or any of its committees. Absences and apologies should be recorded in the minutes under the following headings: • Present: the names of Trustees (eligible to vote) including staff Trustees. • In attendance: the names of others who attend and participate in the meeting but are not Trustees. • Apologies received and whether accepted. • Absent and no apologies received. The time of arrival/departure of any Trustee arriving after the beginning or leaving before the end of a meeting shall be recorded in the minutes.

• **Declaration of Interests**	Trustees are required to complete a declaration of interest form on joining the Board and at the start of each academic year. Each trustee, if present at a meeting of the Board, must disclose their interest, withdraw from the meeting and not vote on a matter if: • There may be a conflict between their interests and the interests of the Trust; • There is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or • They have a personal interest, e.g. where they and/or a close relative will be directly affected by the decision of the Board in relation to that matter. The register of interests will be maintained by the Trust's Lead Governance Professional and published on the Trust website.
• **Decision-making**	Decisions will be made after full discussion and by a simple majority by show of hands unless any one Trustee, or more, requires a secret ballot. Each Trustee in attendance shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote. A decision of the Board is binding upon all its members. Where it is agreed that matters are to be decided via the Virtual Office, the above provisions will apply save that a majority decision of all trustees eligible to vote on the matter will be required. The decision must be reported at the next meeting of the Board. Decisions of the Board may only be amended or rescinded at a subsequent meeting of the Board when the proposal to amend or rescind appears as a separate agenda item
• **Telephone/ Videoconference**	Any trustee may participate in, and be counted as present for the purposes of the quorum, meetings of the Board by telephone or video conference provided that: • Consent has been given by the Chair; and • In the case of hybrid meetings, the Board has appropriate technology to ensure the effective participation of all participants; and • If after all reasonable efforts it does not prove possible for the trustee to participate by these means, the meeting may still proceed with its business provided it is otherwise quorate.
• **Minutes**	Copies of the draft minutes will be produced by the Clerk within 14 days of the meeting and circulated to the Chair and CEO to be checked for accuracy. Minutes will published on the Virtual Office for all trustees to

	view as soon as is practicable afterwards but within 21 days of the meeting regardless of whether comments from the above have been received. A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more Trustees present. Those matters which by law must remain confidential or which the Board decides shall be confidential (please refer to 'inspection copies' below) will not be published in the minutes of any meeting. The minutes of a meeting will be considered for approval or amendment at the next meeting and will remain draft until that point.
• **Inspection copies**	For each meeting, as soon as is reasonably practicable, the Board will ensure that the following is made available at the Trust's central office for anyone wishing to inspect them subject to making reasonable arrangements with the Clerk: Agenda, draft minutes, signed minutes, and supporting papers. The Board may exclude from any item required to be made available above, any material relating to: • a named teacher or other person employed, or proposed to be employed, at the Trust or academies; • a named pupil at, or candidate for admission to, the Trust's academies; and • any matter which, by reason of its nature, the Board is satisfied should remain confidential.
6. SUBCOMMITTEES AND WORKING GROUPS	
• **Subcommittees**	The Board has established the following committees: • Audit & Risk • Finance & Resources • People • Standards • Local Academy Boards for each academy (please note that the Board reserves the discretion to constitute an LGB to serve more than one academy) The Board may establish any other committee and delegate to it any responsibility as it sees fit to conduct its business save where forbidden by requirement. The minutes of a committee meeting will be approved by the relevant committee, and a copy will be presented to the next meeting of the Board for information and filing.

	The Board will receive, but not debate, decisions which it has delegated to a committee or an individual. Decisions will be recorded in the minutes. The CEO and individual trustees have the right to attend any meeting of the Board's committees.
• **Working Groups**	In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the Board will, where it is proper and appropriate to do so: set up sub-committees or working parties to provide information and/or make recommendations to the Board; or delegate work to individual members of the Board. In these circumstances the Board will: • Establish terms of reference for the working party or sub-committee; • Determine procedures for reporting back to the Board; • Ensure that where the Board establishes working parties or sub-committees to make recommendations or provide information they will be discontinued when their work has been completed; • Ensure that the working party or sub-committee presents either written recommendations or progress reports to the next meeting of the Board. Recommendations received from working parties or sub-committees will be recorded in the written minutes. The CEO have the right to attend any meeting of the Board's working parties or sub-committees.
7. CONDUCT	
• **Code of Conduct**	All trustees shall observe at all times the provisions of the Trust's code of conduct for governors and trustees.
8. DISQUALIFICATION, REMOVAL AND RESIGNATION	
• **Disqualification**	A person shall be ineligible for appointment to the Trust Board and, if already appointed, shall immediately cease to be a Board member if the relevant individual: • is or becomes disqualified from holding office under the Articles; • is or becomes disqualified from holding office as a governor of a school; • is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people; • is barred from any regulated activity relating to children; • is or becomes bankrupt or makes any arrangement or composition with their creditors generally; or their estate has been sequestrated

	and the sequestration has not been discharged, annulled or reduced; • is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974); • has been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a trustee; • refuses an application being made to the Disclosure and Barring Services (DBS) for a criminal records check. Where a trustee becomes disqualified from holding office they must give written notice of the fact to the Clerk.
• **Removal**	A person shall be removed as a member of the Trust Board if the relevant individual: • Become disqualified from holding office as detailed above; • commits a serious breach of the code of conduct or any standing order or protocol implemented by the trustees; • is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that their office be vacated; • holds their post ex officio and vacates the relevant role; • their term of office expires and they are not re-appointed; • is removed by the person or persons who appointed them. Co-opted trustees may be removed by resolution of the trustees provided that no Co-opted trustee may vote on the removal of another Co-opted trustee. Where a trustee is removed from office, those removing them shall notify the Clerk in writing.
• **Resignation**	A trustee shall cease to hold office if they resign their office by giving notice to the Trust (but only if at least three trustees will remain in office when the notice of resignation is to take effect). Where a trustee resigns their office, they shall notify the Clerk in writing.

ABBEY TRUST BOARD COMMITTEES

1. CONSTITUTION	
	The Abbey Trust Board of Trustees ("the Board" has resolved to establish the following Board Committees as committees of the Board to support the effective operation of the Trust and its Academies and ensure that the Trust delivers against the Strategic Plan: • Audit and Risk committee (A&R Committee); • Finance and Resources Committee (F&R Committee); • Performance Management and Remuneration Committee (PMR Committee); • Standards Committee (Standards Committee).
2. ACCOUNTABILITY	
	The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Trust and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. Board Committees may be given delegated authority to make decisions on behalf of the Board only where delegation is not forbidden by requirement. The Board as a whole remains accountable for responsibilities it delegates to its Board Committees. All Board Committees will provide a report of its decisions and action to the next meeting of the full Board.
3. MEMBERSHIP	
• **Committee Members**	Each Board Committee shall have a minimum of 3 members and a maximum of 5. A majority of the Board Committee members must be trustees. The Board will appoint and remove all Board Committee members. The Board will ensure that Board Committee members have the necessary skills, background and experience to properly fulfil the relevant Board Committee functions. The current Board Committee members are set out in the register of committee members maintained by the Trust's Lead Governance Professional.
• **Audit & Risk: Special Provisions**	The Board recognises the overriding principles of the Academy Trust Handbook published by the DfE (the ATH) and that the Audit & Risk Committee should be established in such a way as to achieve internal

	scrutiny which delivers objective and independent assurance for the Trust. In establishing the Audit & Risk Committee the Board will adhere to the principles of the ATH and ensure that: • Staff employed by the Trust will not be members of the Committee but may attend meetings to provide information and participate in discussions. • The Trust's Accounting Officer and other relevant senior staff will routinely attend committee meetings in the capacity set out above. • Where members of the A&R Committee also sit on the F&R Committee, the Board will ensure that the A&R Committee has at least one member who does not.
• **Membership Review**	The Board will review Board Committee membership annually or as vacancies arise.
• **Chair**	The Chair of each committee shall be appointed at the first meeting of the Board of Trustees each academic year, unless a vacancy arises before that date, from among the members of the Board Committee. No person may act as Chair if they are an employee of the Trust. The Chair will conduct all meetings of the Board Committee, except in the absence of the Chair, where the Board Committee members in attendance will elect one of their number to chair the meeting.
• **Clerk and Company Secretary**	The Trust's Head of Governance & Compliance is the Trust's Lead Governance Professional and Company Secretary; they will ensure the services of a professional Clerk to the Board Committees. The term 'Clerk' in this document shall refer to both the Lead Governance Professional and any individual contracted by the Trust to carry out that function.
• **Meeting Attendees**	The Board Committees may invite attendance at meetings from persons who are not trustees to assist or advise on a particular matter or range of issues, or where they are reporting to an item on the agenda. Such persons shall be entitled to speak with the permission of the Chair but will not be entitled to vote on any matter.
4. REMIT AND RESPONSIBILITIES	
• **General**	The Board Committees shall be responsible for the matters set out in the Scheme of Delegation and summarised in the relevant Terms of Reference. Each Committee is authorised by the Board to: • Carry on any activity authorised by the Scheme of Delegation and relevant Terms of Reference; and

	• Seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust and all senior employees shall be directed to co-operate with any request made.
• **Outside of meeting approval**	The Board has determined that the Board Committees may transact the following business via electronic voting methods in the Trust's Virtual Office: • Policy review and approval. • Time-sensitive proposals where delay until the next meeting would be detrimental to the effective operation of the Trust. In all cases, the outcome of outside of meeting approval will be reported to the next full meeting for ratification. In exceptional circumstances, the Chair might determine that a Special Meeting of the Board Committee should be called.
5. PROCEEDINGS OF TRUST BOARD MEETINGS	
• **Frequency**	The Board Committees will meet as often as is necessary to fulfil its responsibilities and not less than three times in each academic year. A schedule of ordinary meetings will be prepared by the Lead Governance Professional annually and convened by the Clerk. The Clerk will comply with any request for an extraordinary meeting made by the Chair, or a requisition signed by members of the relevant Board Committee, and will convene the meeting as soon as reasonably practicable. Extraordinary meetings and meetings rescheduled due to adjournment/being inquorate will levy additional clerking charges.
• **Timing**	Meetings will start at times which are acceptable to the Board Committee members, having consideration for the workload and well-being of the employees required to be in attendance, and will be limited to 2 hours' duration. Where business has not been concluded within the time specified above, those present at the meeting may resolve to extend the meeting for a given time in order to deal with specified business. Agreement shall include the allocated Clerk to the meeting; a charge will be levied for additional clerking time in excess of 2 hours.
• **Quorum**	The quorum for a meeting of the Board Committees shall be a majority of the current Board Committee members. If during the course of a meeting it becomes inquorate it will be adjourned. A meeting may be adjourned at any time by resolution of the Board Committee.

	When a meeting is adjourned, or is inquorate, any items remaining on the agenda will be placed on the agenda of a subsequent meeting or on the agenda of a further meeting to be convened by the Clerk as soon as is reasonably practicable.
• **Notice**	The notice and agenda for each Board Committee meeting will be published to the Virtual Office for the attention of the members of the Trust Board, and be sent to any other person attending the meeting, no later than seven days before the meeting. An extraordinary meeting, called by the Chair or on requisition, may be circulated within a shorter timeframe. A quorate meeting and its proceedings shall not be invalidated by reason of any individual not having received the notice and agenda.
• **Agenda**	The agenda will be organised by the Clerk in consultation with the CEO and Chair as appropriate. Items may be placed on the agenda by individual, or groups of, Board Committee members by submission in writing to the Clerk. Papers which inform agenda items will be published on the Virtual Office with the agenda and should be submitted via email to the Clerk in advance of the meeting.
• **Late Items / Any other business**	Following publication of the agenda, and up to 48 hours before the meeting, late items should be notified to the Clerk who will agree whether they are to be included with the Chair/CEO as appropriate. At the relevant point in the agenda (usually 1c in a standard agenda), a trustee should inform the meeting of any item they wish to raise under Any Other Business. The meeting will decide whether any item so identified may be raised under Any Other Business, whether it should be deferred to a subsequent meeting, or whether it should be heard at all.
• **Attendance**	A record will be kept of all persons attending a meeting of the Board Committee. Absences and apologies should be recorded in the minutes under the following headings: • Present: the names of committee members (eligible to vote). • In attendance: the names of others who attend and participate in the meeting but are not committee members. • Apologies received and whether accepted. • Absent and no apologies received.

	The time of arrival/departure of any Board Committee member arriving after the beginning or leaving before the end of a meeting shall be recorded in the minutes.
• **Declaration of Interests**	Board Committee members are required to complete a declaration of interest form on joining the Board Committee and at the start of each academic year. Each Board Committee member, if present at a meeting of the Board Committee, must disclose their interest, withdraw from the meeting and not vote on a matter if: • There may be a conflict between their interests and the interests of the Trust; • There is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or • They have a personal interest; e.g. where they and/or a close relative will be directly affected by the decision of the Board in relation to that matter. The register of interests will be maintained by the Trust's Lead Governance Professional and published on the Trust website.
• **Decision-making**	Decisions will be made after full discussion and by a simple majority by show of hands unless any one Board Committee member, or more, requires a secret ballot. Each Board Committee member in attendance shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote. A decision of the Board Committee is binding upon all its members. Where it is agreed that matters are to be decided via the Virtual Office, the above provisions will apply save that a majority decision of all committee members eligible to vote on the matter will be required. The decision must be reported at the next meetings of the Board Committee and, as appropriate, the Trust Board. Decisions of the Board Committee may only be amended or rescinded at a subsequent meeting of the Board Committee when the proposal to amend or rescind appears as a separate agenda item
• **Telephone/ Videoconference**	Any Board Committee member may participate in, and be counted as present for the purposes of the quorum, meetings of the Board Committee by telephone or video conference provided that: • Consent has been given by the Chair; and

	• In the case of hybrid meetings, the Board Committee has appropriate technology to ensure the effective participation of all participants; and • If after all reasonable efforts it does not prove possible for the trustee to participate by these means, the meeting may still proceed with its business provided it is otherwise quorate.
• **Minutes**	Copies of the draft minutes will be produced by the Clerk within 14 days of the meeting and circulated to the Chair and CEO to be checked for accuracy. Minutes will published on the Virtual Office for all trustees to view as soon as is practicable afterwards but within 21 days of the meeting regardless of whether comments from the above have been received. A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more Board Committee members present. Those matters which by law must remain confidential or which the Board Committee decides shall be confidential (please refer to 'inspection copies' below) will not be published in the minutes of any meeting. The minutes of a meeting will be considered for approval or amendment at the next meeting and will remain draft until that point.
• **Inspection copies**	For each meeting, as soon as is reasonably practicable, the Board Committee will ensure that the following is made available at the Trust's central office for anyone wishing to inspect them subject to making reasonable arrangements with the Clerk: Agenda, draft minutes, signed minutes, and supporting papers. The Board Committee may exclude from any item required to be made available above, any material relating to: • a named teacher or other person employed, or proposed to be employed, at the Trust or academies; • a named pupil at, or candidate for admission to, the Trust's academies; and • any matter which, by reason of its nature, the Board is satisfied should remain confidential.
6. SUBCOMMITTEES AND WORKING GROUPS	
• **Subcommittees**	Board Committees may establish sub-committees with the consent of the Board of Trustees. In these circumstances the Board will: • Establish terms of reference for the sub-committee; • Determine procedures for reporting back to the Board Committee; • Ensure that the sub-committee presents either written recommendations or progress reports to the next meeting of the Board Committee.

	Recommendations received from sub-committees will be recorded in the written minutes of the Board Committee. The CEO have the right to attend any meeting of the Board Committees' sub-committees.
• **Working Groups**	In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the Board Committees may, where it is proper and appropriate to do so: set up working parties to provide information and/or make recommendations to the Board Committee; or delegate work to individual members of the Board Committee. In these circumstances the Board will: • Establish terms of reference for the working party; • Determine procedures for reporting back to the Board Committee; • Ensure that where the Board Committee establishes working parties to make recommendations or provide information they will be discontinued when their work has been completed; • Ensure that the working party presents either written recommendations or progress reports to the next meeting of the Board Committee. Recommendations received from working parties will be recorded in the written minutes of the Board Committee. The CEO have the right to attend any meeting of the Board Committees' working parties.
7. CONDUCT	
• **Code of Conduct**	All Board Committee members shall observe at all times the provisions of the Trust's code of conduct for governors and trustees.
8. DISQUALIFICATION, REMOVAL AND RESIGNATION	
• **Disqualification**	A person shall be ineligible for appointment to a Board Committee and, if already appointed, shall immediately cease to be a Board Committee member if the relevant individual: • is or becomes disqualified from holding office under the Articles; • is or becomes disqualified from holding office as a governor of a school; • is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people; • is barred from any regulated activity relating to children; • is or becomes bankrupt or makes any arrangement or composition with their creditors generally; or their estate has been sequestrated

	and the sequestration has not been discharged, annulled or reduced; • is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974); • has been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a trustee; • refuses an application being made to the Disclosure and Barring Services (DBS) for a criminal records check; • Becomes an employee of the Trust, save that this shall only apply to members of the A&R Committee. Where a Board Committee member becomes disqualified from holding office they must give written notice of the fact to the Clerk.
• **Removal**	A person shall be removed as a member of a Board Committee if the relevant individual: • Becomes disqualified from holding office as detailed above; • commits a serious breach of the code of conduct or any standing order or protocol implemented by the trustees; • is absent without the permission of the trustees from all Board Committee meetings held within a period of six months and the trustees resolve that their office be vacated; • their term of office expires and they are not re-appointed. • is removed by the Board of Trustees. Where a Board Committee member is removed from office, those removing them shall notify the Clerk in writing.
• **Resignation**	A Board Committee member shall cease to hold office if they resign their office by giving notice to the Trust. Where a Board Committee member resigns their office, they shall notify the Clerk in writing.

LOCAL GOVERNING BOARDS (LGBS)

1. CONSTITUTION	
	The Abbey Trust Board of Trustees ("the Trust Board" has resolved to establish a Local Governing Board ("LGB") for each of its academies as committees of the Board to support the effective operation of the Trust and its Academies and ensure that the Trust delivers against the Strategic Plan. The Trust Board reserves the right to establish a Local Governing Board to serve two or more academies or replace an LGB with a Governors' Advisory Board ("GAB").
2. ACCOUNTABILITY	
	The Trustees are accountable to external government agencies including the Charity Commission and the Department for Education (including any successor bodies) for the quality of the education provided by the Trust and they are required to have systems in place through which they can assure themselves of quality, safety and good practice. Local Governing Boards may be given delegated authority to make decisions on behalf of the Trust Board only where delegation is not forbidden by requirement. The Trust Board as a whole remains accountable for responsibilities it delegates to its Local Governing Boards. All Local Governing Boards will provide reports of its decisions and action to the Board of Trustees.
3. MEMBERSHIP	
• **Governors**	LGBs shall have a minimum of 5 governors but shall not be subject to any maximum unless the Trustees resolve otherwise. Membership shall be as follows: • Up to 4 governors appointed by the Trust Board known as "Trust Governors" • The Headteacher/Principal of the academy, known as the "Ex Officio Governor – Headteacher" • At least 2 "Parent Governors" • 2 "Staff Governors" • In the Trust's Church academies only, the incumbent or Principal Officiating Minister of the Parish in which the academy is sited or their delegated representative, known as the "Ex Officio Governor – Incumbent" • Up to 3 persons co-opted by the LGB, subject to the consent of the Board of Trustees.

	The number of governors who are also employees of the Trust/Academy (including the Headteacher/Principal) should not exceed one third of the total number of governors. The number of governors who are also parents of a pupil currently on roll at the Academy should not exceed one third of the total number of governors.
• **Ex Officio Governor – Headteacher Appointment**	The Headteacher/Principal will automatically become a governor on commencement of their role and will hold the post Ex Officio for as long as they remain in post. In academies operating under an Executive Principal/Head of School model, the CEOs may determine that the Ex Officio role is held by the Executive Principal. In these circumstances, the respective Head of School will be required to attend all LGB meetings as an Associate.
• **Trust Governor Appointment**	The Trust Board will appoint the Trust Governors. The LGB shall be responsible for identifying candidates for Trust Governor roles, ensuring that they have the necessary skills, background and experience to properly fulfil the functions of the LGB. Approval of an appointment will not usually be provided where the appointment would cause the number of governors who are also parents of a pupil currently attending the Academy to exceed one third of the total number of governors.
• **Parent Governor Appointment**	The 2 Parent Governors of the LGB shall be elected in accordance with the procedure for appointing parent members of LGBs as set out in Articles 54-56 of the Trust's Articles of Association. To be eligible as a governor, the person must be a parent/carer of a child who attends the Academy the LGB serves or one of the other schools within the MAT.
• **Staff Governor Appointment**	The LGB may appoint up to 2 persons, excluding the Headteacher/Principal) who are employed at the Academy to serve on the LGB through such process as they may determine, provided that the total number of such persons (including the Headteacher/Principal) does not exceed one third of the total number of persons on the LGB. The positions held by those employed at the Academy (e.g. teaching and non- teaching) may be taken into account when considering appointments.
• **Ex Officio Governor – Incumbent Appointment**	In the Trust's designated Church academies, the incumbent or Principal Officiating Minister of the Parish in which the Academy is sited (or their designated representative) will automatically become entitled to be a governor on commencement of their role and hold the post Ex Officio for as long as they remain in post.

• **Co-opted Governor Appointment**	The LGB may appoint up to 3 Co-opted Governors. Consent to the appointment must be obtained from the Trust Board. Consent will not be provided where an appointment would cause the number of governors who are also parents of a pupil currently attending the Academy to exceed one third of the total number of governors. The term of office will be recommended by the LGB and approved by the Trust Board by must not exceed 4 years.
• **Term of Office**	• Trust Governors: 4-year term • Staff and Parent Governors: 4-year term • Co-opted Governors: term as determined by LGB/trustees at appointment, not to exceed 4 years • Ex-officio Posts: N/A
• **Re-appointment**	Subject to remaining eligible to serve as a particular category of governor any individual may seek re-election or re-appointment via the relevant process up to the recommended* maximum of three terms (**further terms may be considered by the Trust Board in exceptional circumstances*).
• **Chair and Vice Chair**	The Chair and Vice Chair shall be nominated at the first meeting of each academic year, unless a vacancy arises before that date, from among the members of the LGB. The appointment of the Chair and Vice Chair will be subject to the approval of the Trust Board. The Trust Board has the right to appoint a Chair and/or Vice Chair of its choosing should a suitable candidate not be identified or if it does not approve the nominations of the LGB. No person may act as Chair if they are an employee of the Trust. The Chair will conduct all meetings of the LGB except In the absence of the Chair, where the chair will be taken by the Vice Chair. In the absence of both the Chair and Vice Chair, the LGB will elect one of their number to chair the meeting. If both the Chair and Vice Chair resign, the LGB will convene a meeting within 10 working days to nominate their successors.
• **Clerk and Company Secretary**	The Trust's Head of Governance & Compliance is the Trust's Lead Governance Professional and Company Secretary; they will ensure the services of a professional Clerk to the LGB. The term 'Clerk' in this document shall refer to both the Lead Governance Professional and any individual contracted by the Trust to carry out that function.
• **Meeting Attendees**	The LGB may invite attendance at meetings from persons who are not trustees to assist or advise on a particular matter or range of issues, or where they are reporting to an item on the agenda. Such persons shall

	be entitled to speak with the permission of the Chair but will not be entitled to vote on any matter. The Trustees (all or any of them) shall also be entitled to attend any meetings of the LGB. Any Trustee attending a meeting of the LGB shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB.
4. REMIT AND RESPONSIBILITIES	
• **General**	The LGB shall be responsible for the matters set out in the Scheme of Delegation and summarised in Schedule 1 to these terms.
• **Chair's action**	Subject to obtaining the prior consent of the Trust Board through the Lead Governance Professional, the Chair, or in their absence the Vice Chair, has authority to take urgent action between meetings provided that the following conditions exist: • Delay in dealing with the matter would be seriously detrimental to a pupil, or a potential pupil, or his or her parents, or to a member of staff, or to a potential member of staff, or to the Academy/Trust's reputation or effective operation; and • A meeting could not be called in sufficient time to deal with the matter without being seriously detrimental as described above; or. • A vote could not be organised using electronic voting systems (i.e. via the Virtual Office) in sufficient time to deal with the matter without being seriously detrimental as described above. If any urgent action is taken by the Chair between meetings, the facts will be reported to the next meeting of the LGB and recorded in the minutes.
• **Outside of meeting approval**	The Trust Board has determined that the following business may be transacted via electronic voting methods in the Trust's Virtual Office: • Policy review and approval; • Time-sensitive proposals where delay until the next meeting would be detrimental to the effective operation of the Academy. In all cases, the outcome of outside of meeting approval will be reported to the next full meeting for ratification. In exceptional circumstances, the Chair might determine that a Special Meeting of the LGB should be called.
5. PROCEEDINGS OF LGB MEETINGS	
• **Frequency**	The LGB will meet as often as is necessary to fulfil its responsibilities (usually once per half term) and not less than three times in each academic year. A schedule of ordinary meetings will be prepared by the Lead Governance Professional annually and convened by the Clerk.

	The Clerk will comply with any request for an extraordinary meeting made by the Chair, or a requisition signed by 3 governors, and will convene the meeting as soon as reasonably practicable. Extraordinary meetings and meetings rescheduled due to adjournment/being inquorate will levy additional clerking charges.
• Timing	Meetings will start at times which are acceptable to the full LGB, having consideration for the workload and well-being of the employees required to be in attendance, and will be limited to 2 hours' duration. Where business has not been concluded within the time specified above, those present at the meeting may resolve to extend the meeting for a given time in order to deal with specified business. Agreement shall include the allocated Clerk to the meeting; a charge will be levied for additional clerking time in excess of 2 hours.
• Quorum	The quorum for a meeting of the LGB shall be any three governors. If during the course of a meeting it becomes inquorate it will be adjourned. A meeting may be adjourned at any time by resolution of the LGB. When a meeting is adjourned, or is inquorate, any items remaining on the agenda will be placed on the agenda of a subsequent meeting or on the agenda of a further meeting to be convened by the Clerk as soon as is reasonably practicable.
• Notice	The notice and agenda for each LGB meeting will be published to the Virtual Office for the attention of the members of the LGB, and be sent to any other person attending the meeting, no later than seven days before the meeting. An extraordinary meeting, called by the Chair or on requisition, may be circulated within a shorter timeframe. A quorate meeting and its proceedings shall not be invalidated by reason of any individual not having received the notice and agenda.
• Agenda	The agenda will be organised by the Clerk in consultation with the Headteacher/Principal and Chair as appropriate. Items may be placed on the agenda by individual, or groups of, governors by submission in writing to the Clerk. Papers which inform agenda items will be published on the Virtual Office with the agenda and should be submitted via email to the Clerk in advance of the meeting.

• **Late Items / Any other business**	Following publication of the agenda, and up to 48 hours before the meeting, late items should be notified to the Clerk who will agree whether they are to be included with the Chair/Headteacher/Principal as appropriate. At the relevant point in the agenda (usually 1c in a standard agenda), a governor should inform the meeting of any item they wish to raise under Any Other Business. The meeting will decide whether any item so identified may be raised under Any Other Business, whether it should be deferred to a subsequent meeting, or whether it should be heard at all.
• **Attendance**	A record will be kept of all persons attending a meeting of the LGB or committees. Absences and apologies should be recorded in the minutes under the following headings: • Present: the names of governors (eligible to vote) including staff governors; • In attendance: the names of others who attend and participate in the meeting but are not governor; • Apologies received and whether accepted. • Absent and no apologies received. The time of arrival/departure of any governor arriving after the beginning or leaving before the end of a meeting shall be recorded in the minutes.
• **Declaration of Interests**	Governors are required to complete a declaration of interest form on joining the LGB and at the start of each academic year. Each governor, if present at a meeting of the LGB, must disclose their interest, withdraw from the meeting and not vote on a matter if: • There may be a conflict between their interests and the interests of the Trust/Academy; • There is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or • They have a personal interest; e.g. where they and/or a close relative will be directly affected by the decision of the LGB in relation to that matter. The register of interests will be maintained by the Trust's Lead Governance Professional and published on the Trust website.
• **Decision-making**	Decisions will be made after full discussion and by a simple majority by show of hands unless any one governor, or more, requires a secret ballot.

	Each governor in attendance shall be entitled to one vote. Where there is an equal division of votes the Chair shall have a casting vote. A decision of the LGB is binding upon all its members. Where it is agreed that matters are to be decided via the Virtual Office, the above provisions will apply save that a majority decision of all governors eligible to vote on the matter will be required. The decision must be reported at the next meeting of the LGB. Decisions of the LGB may only be amended or rescinded at a subsequent meeting of the LGB when the proposal to amend or rescind appears as a separate agenda item
• **Telephone/ Videoconference**	Any governor may participate in, and be counted as present for the purposes of the quorum, meetings of the LGB by telephone or video conference provided that: • Consent has been given by the Chair; and • In the case of hybrid meetings, the LGB has appropriate technology to ensure the effective participation of all participants; and • If after all reasonable efforts it does not prove possible for the governor to participate by these means, the meeting may still proceed with its business provided it is otherwise quorate.
• **Minutes**	Copies of the draft minutes will be produced by the Clerk within 14 days of the meeting and circulated to the Chair and Headteacher/Principal to be checked for accuracy. Minutes will published on the Virtual Office for all governors to view as soon as is practicable afterwards but within 21 days of the meeting regardless of whether comments from the above have been received. A dissenting view will be recorded in the minutes of the meeting, if that is the wish of one or more governors present. Those matters which by law must remain confidential or which the LGB decides shall be confidential (please refer to 'inspection copies' below) will not be published in the minutes of any meeting. The minutes of a meeting will be considered for approval or amendment at the next meeting and will remain draft until that point.
• **Inspection copies**	For each meeting, as soon as is reasonably practicable, the LGB will ensure that the following is made available at the school for anyone wishing to inspect them subject to making reasonable arrangements with the Clerk: Agenda, draft minutes, signed minutes, and supporting papers.

	The LGB may exclude from any item required to be made available above, any material relating to: • a named teacher or other person employed, or proposed to be employed, at the Trust or academies; • a named pupil at, or candidate for admission to, the Trust's academies; and • any matter which, by reason of its nature, the LGB is satisfied should remain confidential.
• **Reporting**	LGBs shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time. Each LGB shall conduct an annual review of its work and the powers and functions delegated to it under the Scheme of Delegation and Terms of Reference and shall report the outcome and make recommendations to the Trust Board.
6. SUBCOMMITTEES AND WORKING GROUPS	
• **Subcommittees**	Unless the Trust Board resolve otherwise, LGBs may not establish any formal subcommittees but may, with the consent of Trustees, establish working groups to deliver a specific project or support the work of the LGB.
• **Working Groups**	In order to ensure the most efficient use of time and resources, and in some cases to ensure absolute propriety, the Board will allow the LGB to, where it is proper and appropriate to do so: set up working parties to provide information and/or make recommendations to the LGB; or delegate work to individual members of the LGB. In these circumstances the LGB will: • Establish terms of reference for the working party; • Determine procedures for reporting back to the full LGB; • Ensure that where the LGB establishes working parties to make recommendations or provide information they will be discontinued when their work has been completed; • Ensure that the working party presents either written recommendations or progress reports to the next meeting of the full LGB Board. Recommendations received from working parties will be recorded in the written minutes. The Headteacher/Principal has the right to attend any meeting of the LGBs working parties
7. CONDUCT	
• **Code of Conduct**	All governors shall observe at all times the provisions of the Trust's code of conduct for governors and trustees.

8. DISQUALIFICATION, REMOVAL AND RESIGNATION	
• **Disqualification**	A person shall be ineligible for appointment to the LGB and, if already appointed, shall immediately cease to be a LGB member if the relevant individual: • is or becomes disqualified from holding office under the Articles; • is or becomes disqualified from holding office as a governor of a school; • is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people; • is barred from any regulated activity relating to children; • is or becomes bankrupt or makes any arrangement or composition with their creditors generally; or their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced; • is convicted of any criminal offence (other than minor offences under the Road Traffic Acts or the Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purposes of the Rehabilitation of Offenders Act 1974); • has been fined for causing a nuisance or disturbance on school premises during the 5 years prior to or since appointment or election as a trustee; • refuses an application being made to the Disclosure and Barring Services (DBS) for a criminal records check. Where a governor becomes disqualified from holding office they must give written notice of the fact to the Clerk.
• **Removal**	A person shall be removed as a member of the LGB if the relevant individual: • Becomes disqualified from holding office as detailed above; • serves on the LGB in their capacity as an employee of the academy and ceases to be associated with the academy in the capacity in which they were appointed; • is an ex officio member of the LGB and vacates the relevant office; • commits a serious breach of the code of conduct or any standing order or protocol implemented by the trustees; • is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that their office be vacated; • their term of office expires and they are not re-appointed. • is removed by the person or persons who appointed them, except in the case of Parent Governors who may only be removed by the Trust Board.

	A Co-opted governor may be removed by resolution of the LGB provided that no Co-opted governor may vote on the removal of another Co-opted governor. The Trust Board reserve the right to remove any member of the LGB. Where a governor is removed from office, those removing them shall notify the Clerk in writing.
• **Resignation**	A governor shall cease to hold office if they resign their office by giving notice to the LGB. Where a governor resigns their office, they shall notify the Clerk in writing.