



Tees Valley Education Trust

Trust Board

Terms of reference

September 2021/22

Membership

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

In attendance

- TVED directors as appropriate.
- External auditors attend December TB meeting to present annual audit.

Working arrangements

- Meets 4 times a year (plus one day in March/April for self-evaluation and review/training)
- Meetings clerked by independent governance professional
- CEO agrees agenda with chair.
- 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.
- 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 LAC chairs.
- Review annual pay policy including performance management arrangements
- 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
- TVED pupil performance and standards
- TVED financial, reputational risks
- TVED priority risks and risk management
- Review financial and decision making delegations annually.
- Review and agree trust strategic risks annually and receive reports from SC 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 audit report
- Receive member decisions about appointment of trust auditors.
- Receive financial management 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 TVED directors
- Appoint heads 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 and senior TVED staff receive minutes.
- Committee chairs report on main issues and recommendations as standing item.
- CEO report as standing item.
- TB and members receive annual external audit report and action plan. Auditors attend December TB meeting.