

Leadership Group Terms of Reference

A. Introduction

The terms of reference should be read in conjunction with the Trust's Scheme of Delegation and Policy Matrix.

B. Membership and appointment

Membership	CEO, Directors and Executive Head Teachers
Meeting Frequency	Autumn term = 2 meetings Spring term = 2 meetings Summer term = 2 meetings
Venue	To be rotated around the Member Schools, Trust Central Office or via video conference
Chair	CEO

C. Purpose

To guide and support the Trust Board, Trust Committees including Local Governing Bodies in fulfilling their legal, regulatory and delegated responsibilities in order to ensure effective governance, management and operation of the Trust and Member Schools.

D. Powers, Responsibilities & Duties

1. Guide and support the Trust Board and its committees to:
 - i. Develop and fulfil the Trust's vision, ethos and values.
 - ii. Develop and achieve the Trust's strategic objectives
 - iii. Develop, set and monitor measures for the standard of educational provision in Member Schools including pupil progress and attainment
 - iv. Identify and implement opportunities for the Trust and Member Schools to operate more effectively and efficiently for the benefit of pupils, staff and the wider Trust community.
2. Develop a strategic plan to achieve the Trust's objectives which will be recommended by the CEO to the Trust Board.
3. Develop the Trust annual development plan, which be recommended by the CEO to the Trust Board.
4. Consider the school targets and performance review developed by each Executive Head Teacher.
5. Propose staff TLRs and allowances for staff to CEO.

6. Review and respond to the proposal for the staffing structure and complement of each Member School and consider and identify opportunities to optimise the employment, deployment and management of staff across the Trust's schools.
7. Review and respond to school statutory and non-statutory policies to be approved by each Local Governing Body, seeking to align policies where appropriate.
8. Develop policies relating to the employment and management of school staff as per the policy matrix, which will be proposed to the HR committee by the CEO.
9. Consider annual pay awards for Teachers and Support Staff, which will be proposed to the Finance & Audit Committee by the CEO. The Committee shall consider relevant local and national agreements and ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies, including consultation with unions and professional associations.
10. Review and respond to proposal for the restructuring and redundancy of staff, satisfying themselves that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies.
11. Consider and respond to proposals relating to the operation of Member Schools including:
 - i. School times, terms and holidays
 - ii. Change of age range
 - iii. Expansion of PAN or NOR
 - iv. Extension of provision eg Nursery
 - v. Any matters raised by LGB to determine if there is a Trust wide issue or whether the matter is a school specific matter.
12. Review and consider the proposed Admissions Policy for each Member School, which will be proposed by the relevant Executive Head Teacher to their Local Governing Body.