

# THE ILLUMINARE MULTI ACADEMY TRUST

## TERMS OF REFERENCE: MAT BOARD (DIRECTORS)

### **Purpose of the Board of Directors**

The Board of Directors has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteachers of the schools in the MAT to account for the educational performance of the MAT and all its pupils, and the performance management of all staff; and
- Overseeing the financial performance of the MAT and making sure its money is well spent.

The Board is accountable for all of the academies within the MAT but it has delegated some governance functions to the local governing body of each academy in the MAT.

### **Frequency of meetings**

There should be a minimum of three meetings in each school year.

### **Membership and Quorum**

The Chair and Vice Chair of the MAT Board will be elected on an annual basis at the first meeting in the autumn term. No Director employed by the Trust will act as Chair or Vice Chair. In the absence of the Chair and Vice Chair, the Board will elect a temporary replacement from among the Directors who are present at the meeting.

The Clerk to the MAT Board is appointed by the Board of Directors.

The quorum is three members of the Board.

### **Meetings**

The Clerk to the MAT Board will circulate an agenda for each meeting (with supporting documents if available) not later than seven clear days before each Board Meeting.

Attendance at each Board Meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the agenda of the next meeting of the Board of Directors.

In the event of a need to make genuinely urgent decisions between meetings of the Board of Directors in terms of matters falling within the remit of the Board, the Chair will take appropriate action on behalf of the Board.

### **Terms of Reference**

1. To ensure compliance with the provisions of the Funding Agreements with the Secretary of State.
2. To ensure compliance with all statutory regulations and Acts of Parliament governing the operation of the academies in the Trust.
3. To carry out an annual review of The Scheme of Delegation.

***REVIEWED BY DIRECTORS: 26 April 2023***

4. The determination of procurement policies for the Company.
5. Oversight of the finances of the Trust and maintenance of standards at the Academies.
6. The determination of the corporate planning and strategy for the Trust and the Academies in consultation with the Local Governing Bodies.
7. The determination, after consultation with the Local Governing Bodies, of the extent of the services provided by the Trust to each Academy and how the costs should be allocated.
8. The appointment of internal and external auditors.
9. The appointment of Directors other than Community Directors.
10. The appointment of the Clerk and the Company Secretary.
11. The appointment of the Trust's Accounting Officer.
12. The determination of the published admission number, admissions policy and admission arrangements for each Academy in accordance with the School Admissions Code.
13. The appointment of the Chief Executive Officer.
14. The appointment of the Head Teacher / Head of School of each Academy in consultation with the relevant Local Governing Body.
15. To determine all human resources policies and procedures and terms and conditions of service.

**The Board of Directors has delegated the following functions to its committees:**

**To the Finance, Estates & Staffing Committee**

1. To set the policy for generation of business income at each Academy.
2. To agree each Academy's annual funding in consultation with the relevant Local Governing Body.
3. To ensure compliance with the Academies Financial Handbook.
4. To determine the cash-flow policy for the Trust and the Academies.
5. To monitor income and expenditure for the Trust and the Academies.
6. To set financial targets for each financial year.
7. The determination of any additional financial and reporting targets for the Trust and the Academies.

8. To carry out performance management of all staff at Harton Academy including the Head of School.
9. Insuring of land and buildings.
10. The maintenance and review of a fixed asset register.

**To the Standards Committee**

1. To ensure that the curriculum complies with the legal and funding agreement requirements.
2. To ensure behaviour policies are applied consistently.
3. To determine and apply attendance and punctuality protocols and procedures.
4. Maintenance of academic standards at the Academies.