

Corpus Christi Catholic Academy Trust

Executive Board

Terms of Reference 2023 to 2024

1 Membership

- 1.1 10 Trust Directors, 5 of which would be Foundation Directors appointed by the Diocesan Bishop, 2 Parent Directors and 1 co-opted or other Foundation Director

2 Strategic Purpose

- 2.1 To ensure clarity of vision, ethos and strategic direction of the Trust
- 2.2 To hold members of the Senior Executive Leadership Team and Head Teachers to account for the performance of their respective roles and standards of corporate governance and educational outcomes
- 2.3 Oversee the financial performance of the Trust and its Academies.

3 Attendance

- 3.1 Directors' attendance is expected and shall be monitored and published on the Trust website
- 3.2 The appointed Committee Clerk is required to attend
- 3.3 The Chief Executive Officer, Strategic Finance Officer and Strategic HR Officer are required to attend
- 3.4 Heads are invited to attend at the discretion of the Committee
- 3.5 Other staff, Directors and LGB Governors may be invited to attend at the discretion of the Committee

4 Chair

- 4.1 The Chair and Vice-Chair are elected annually at the first meeting in the Academic year from among the Directors on the Committee

5 Quorum

- 5.1 The quorum for a meeting of the Directors, and any vote on any matter thereat, shall be any three Directors, or, where greater, any one third (rounded up to a whole number) of the total number of Directors holding office at the date of the meeting
- 5.2 If there is not a quorum, the continuing Directors may act only for the purpose of filling vacancies or of calling a general meeting

6 **Meetings**

- 6.1 The Committee will meet as needed but not less than once each term

7 **Responsibilities**

- 7.1 To appoint members of the Finance & Resources, Risk, Audit, Behaviour and Safeguarding and Standards, Curriculum & Faith Committees
- 7.2 To approve Corporate Governance appointments (CEO, Accounting Officer, Chief Finance Officer, Clerk)
- 7.3 To approve Terms of Reference and constitution of the Finance & Resources, Risk, Audit, Behaviour and Safeguarding and Standards, Curriculum & Faith Committees
- 7.4 To review and monitor key issues arising from the Finance & Resources, Risk, Audit, Behaviour and Safeguarding and Standards, Curriculum & Faith Committees
- 7.5 To appoint Directors with key responsibilities for SEND, Standards, Child Protection, Pupil Premium and Finance
- 7.6 To approve the Trust Strategic Development Plan
- 7.7 To approve CEO & Head Teachers' pay
- 7.8 To approve annual pay award for teachers and support staff
- 7.9 To ratify the annual Budget approved by the Finance & Resources Committee
- 7.10 To ratify the BFRO (Budget Forecast Review Outturn) and BFR3Y (Three Year Budget forecast) submissions to the ESFA approved by the Finance & Resources Committee
- 7.11 To approve the Scheme of Financial Delegation
- 7.12 To review the Management Accounts and Year-end forecast produced on a monthly basis
- 7.13 To approve the Annual Report, Governors Statement of Assurance and Accounts
- 7.14 To set the dates of academy terms and holidays in conjunction with the Academies