Leadership Group

Terms of Reference

These Terms of Reference were approved by the Board of Trustees in:	2 September 2026
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	September 2027

1. **POWERS OF THE BOARD OF TRUSTEES**

1.1. The Trustees of the Trust Board delegate to the Chief Executive Officer and Headteachers powers and functions as they determine appropriate and desirable (Article 107).

1.2. The Trustees delegate authority to the Chief Executive Officer to establish and operate a Leadership Group to support the effective management and operation of the Trust and member academies (Article 105).

1.3. The Trustees determine and approve the Leadership Group's Terms of Reference and review the Terms at the start of each academic year.

1.4. The Trustees determine and approve the delegation of powers, responsibilities and duties to the Leadership Group and review this Scheme of Delegation at the start of each academic year.

2. **POWERS OF THE LEADERSHIP GROUP**

The Leadership Group exercise the powers, responsibilities and duties delegated to it by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

2.1. Guide and support the Trust Board, Trust Committees and Local Governing Committees in fulfilling their legal, regulatory and delegated responsibilities in order to ensure the effective governance, management and operation of the Trust and member academies,

2.2. Guide and support the Trust Board, Trust Committees and Local Governing Committees to;

2.2.1. develop and fulfil the Trust's vision, ethos and values,

2.2.2. develop and achieve the Trust's strategic objectives,

2.2.3. develop, set and monitor measures for the standard of educational provision in member academies including pupil progress and attainment,

2.2.4. identify and implement opportunities for the Trust and member academies to operate more effectively and efficiently for the benefit of pupils, staff and the wider Trust community,

2.3. Consider a strategic plan to achieve the Trust's objectives which will be recommended by the Chief Executive to the Trust Board (SoD 2.2),

2.4. Consider the Trust annual development plan, which will be recommended by the Chief Executive to the Trust Board (SoD 2.3),

2.5. Consider the school targets and performance review developed by each Headteacher (SoD 2.4-5),

2.6. Consider the annual school development plan developed by each Headteacher (SoD 2.7)

2.7. Review and respond to policies relating to the employment and management of all staff as per the policy matrix, which will be recommended to the HR Committee by the Chief Executive (SoD 4.1),

2.8. Consider the proposed annual pay awards for Teachers and Support staff, which will be proposed to the Finance Committee and the HR Committee by the Chief Executive. The Leadership Group will 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 (SoD 4.7-8),

2.9. Consider proposals (to be recommended to the Trust Board) 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 (SoD 5.24-25),

2.10. Recommend the school term dates, which will be recommended to the Trust Board by the Chief Executive (SoD 7.1),

2.11. Consider and respond to proposals relating to the operation of academies including;

2.11.1. Change of age range (SoD 8.2),

2.11.2. Change of PAN or NOR (SoD 8.3),

2.11.3. Extension of provision e.g. Nursery (SoD 8.4),

3. **COMPOSITION AND APPOINTMENT OF THE LEADERSHIP GROUP**

3.1. The composition and membership of the Leadership Group is as follows;

3.1.1. Chief Executive

3.1.2. School Headteachers

3.1.3. Other Trust and School staff as deemed appropriate by the Chief Executive and the Leadership Group

4. **RESPONSIBILITIES OF LEADERSHIP GROUP MEMBERS**

4.1. The Leadership Group familiarise themselves and agree to comply with;

4.1.1. The Trust Articles of Association,

4.1.2. The Trust Master and Supplementary Funding Agreements,

4.1.3. The Academy Trust Handbook,

4.1.4. The Trust Scheme of Delegation

4.1.5. These Terms.

5. **MEETINGS OF THE LEADERSHIP GROUP**

5.1. The Leadership Group meet at least once per half term,

5.2. The members will receive notice of each meeting 7 clear days before the date of the meeting,

5.3. Minutes will be signed by the Chief Executive at the next meeting to verify that the minutes are a true record, and

5.4. Quorum for a meeting will be two thirds (2/3) of the members.

5.5. Each question to be decided at a meeting of the Leadership Group shall be determined by a majority of votes of members present and eligible to vote on the question. The Chief Executive Officer shall have the casting vote in the case of a tie.

6. **APPOINTMENT OF THE CHAIR**

6.1. The Chief Executive Officer is the Chair of the Leadership Group.

7. **APPOINTMENT OF A MINUTE-TAKER**

7.1. The Chief Executive Officer will appoint a Minute-taker to the Leadership Group.