

**SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES**

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**SIR GRAHAM BALFOUR  
MULTI-ACADEMY TRUST**



**TRUST BOARD REMIT**

## CHANGE CONTROL

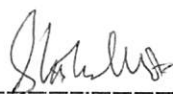
<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
02/05/17	0.a	Initial Draft
19/07/17	0.b	Updated following review by Trustees at Board Meeting 18/7/17
31/07/17	1.0	Issue etc. updated following approval through '7-day process'
29/11/18	2.0	Approval at Board Meeting 28/11/2018
27/11/19	2.0	No changes
09/12/20	2.0	No changes
08/12/21	2.a	Updated following review
08/12/21	3.0	Approval at Board Meeting 08/12/2021
Nov 2022	3.a	Issue Updated
Nov 2022	4.0	Approval at Board Meeting 07/12/2022

<b>Next Review</b>	Autumn 2023
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## AUTHORISATION

Approved at Board Meeting on 7<sup>th</sup> December 2022

Signed:



7.12.22

Chair of the Board

Date:

# SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST POLICIES AND PROCEDURES

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## Introduction

The purpose of this document is to detail the membership, operation and responsibilities of the Sir Graham Balfour Multi-Academy Trust Board.

The Trust Board is responsible for setting the strategic direction of the Trust and is directly accountable for the educational standards and financial management of the Trust and its Academies. In particular:

- Defining and communicating a Vision for the Trust and its Academies
- Setting and monitoring of standards for achievement of the Vision of the Trust
- Financial management in accordance with the Master Funding Agreement through the setting of a budget for each academy and monitoring its financial performance
- Ensuring the effective safeguarding of all those involved with the Trust.
- Management of the centralised services provided by the Trust.

## Membership

The Trust Board comprises a maximum of 14 members as follows:

- Trustees (Directors) appointed by the Members – maximum 7
- Chief Executive Officer
- Trustees (Directors) appointed by fellow trustees – maximum 5
- Company Secretary – non voting

## Meetings

The Board will meet on a minimum of three occasions in each Academic Year with the dates being agreed at the final board meeting of the previous Academic Year.

The Board has the authority to change the above dates or arrange further meetings if trustees deem it appropriate.

On all occasions meeting documentation, including the Meeting Agenda, Minutes of the previous Board Meeting and any other available papers, will be distributed to trustees to give a minimum of seven clear calendar days between their receipt and the day of the meeting.

At the first meeting of the Academic Year members present will appoint a Chair and Vice-Chair for a term of office terminating at the first board meeting of the following Academic Year.

The Board may invite any non-trustee personnel who they believe can assist or advise on a particular matter or range of issues to any Board Meeting. Such individuals will, with the permission of the chair, address the meeting as appropriate but shall not be entitled to vote.

In determining the agenda for Trust Board meetings and Committee meetings, the Trustees will have regard to the requirement on them to:

- Ensure the effective academic performance and the overall standard of education provided by the Trust and the academies within it.

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Trust.

- Ensure the effective safeguarding of all children, young people and adults associated with the Trust.
- Ensure good financial management and effective internal controls;
  - o Complying with the Funding Agreement and the current version of the Academies Trust Handbook
  - o Receiving and consider information on financial performance at least three times a year; and
  - o Taking appropriate action to ensure ongoing viability against agreed budgets.

### Quorum

The Board will be deemed quorate if 50%, rounded up, of then current trustees, excluding the Company Secretary, are present.

### Voting

All trustees, excluding the Company Secretary, present at a meeting will be entitled to a single vote on any matter which requires a formal Board resolution.

In the event of a tied vote the meeting chair will have a casting vote.

### Board Responsibilities

The Trustees are responsible for the governance and supervision of the Trust and its committees. They have a number of duties and responsibilities relating to the governance of the Trust and its finances. In summary, the Trustees are responsible for:

- Establishing the vision, mission and values for the Trust;
- Leading the Trust in accordance with its objects as set out in the Articles of Association and safeguarding the assets of the Trust;
- Designing strategy and structure for the operation of the Trust;
- The delegation of the running of the Academies and the direction of the education, pastoral care, financial and other policies of the Academies to the Local Governing Body and Leadership Group via the Scheme of Delegation and the Financial Scheme of Delegation;
- Ensuring the sound management and administration of the Trust by the Local Governing Body and Leadership Group, and ensuring that the Local Governing Body and Leadership Group is equipped with the relevant skills and guidance;
- Financial controls and the financial management of the Trust in accordance with the provisions of the Academies Trust Handbook, which sets out in detail provisions for the financial management of the Trust;
- Setting standards of conduct and values, monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- Risk management, that is identifying, quantifying and devising systems to minimise the major risks affecting the Trust; and
- Ensuring the Trust and its Academies/Settings are conducted in compliance with the data protection and general law.

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Whilst ultimate responsibility for the above is with the Trust Board where appropriate, day to day operation will be delegated to appropriate Trust employees including but not limited to, Chief Executive Officer, Chief Finance Officer, Company Secretary, Executive Business Manager.

### **Monitoring and Evaluation**

These Terms of reference will be evaluated by the Trust Board annually, at its first meeting of an Academic Year, or more frequently if legislation or experience suggests it is appropriate to do so.