

Newham Community Learning - Executive Group: Terms of Reference

The Executive Group, whilst not a formal committee of the Trust Board, is nevertheless a key part of the governance arrangements of the Trust. The Leadership and Governance Decision Planner, part of the Scheme of Delegation, summarises how the Headteachers and the CEO (who together are the key members of this Group) discharge the various responsibilities incumbent on them.

Last updated: September 2022

Applies to: Newham Community Learning

Approved by: Trust Board, 13 October 2022



newhamcommunitylearning.org

Tel: 0203 102 4002 | Email: ceo.pa@newhamcommunitylearning.org | [@NCLTrust](https://twitter.com/NCLTrust)
Newham Community Learning, Pretoria Road, London E16

Newham Community Learning is a charitable company limited by guarantee and registered in England and Wales.
Company Number 09896221. Registered office: Newham Community Learning, Pretoria Road, London E16.

Contents

1. Newham Community Learning: Executive Group - Terms of Reference	3
1.1. Introduction	3
1.2. Purpose	3
1.3. Authority and operation	3
1.4. Reporting	4
1.5. Membership and clerking	4

1. Newham Community Learning: Executive Group - Terms of Reference

1.1. Introduction

The Trustees have the power to establish any committee to assist in the conduct of the business of the Trust. Details of the committees established by the Trust are noted in the Trust's Structure Diagram which forms part of this Scheme of Delegation suite of documents.

The Trust Board has established a number of committees in order to support its work, including Local Governing Bodies for each school, pursuant to Article 100 (b) in the Trust's Articles of Association. Local Governing Bodies are also committees of the Trust Board.

1.2. Purpose

In addition to these committees, the Scheme of Delegation allows for the establishment of an Executive Group.

The purpose of the Executive Group is to provide a focus for the setting of policy and to develop the strategic vision of the Trust. The Executive Group's work will, via its Chair (the CEO), inform and support the work of the Trust Board. It will also contribute to effective communication between the Trust Board and the Local Governing Bodies at school¹. A crucial part of the group's remit is to provide an opportunity for the Schools to explore and develop areas of collaboration and shared working, ensuring that skills and resources are deployed effectively across all Trust schools and that risks to the successful operation of the schools are minimised.

1.3. Authority and operation

The Trust Board (via the CEO) will consult the Executive Group regularly and specifically on the matters noted in the Leadership and Governance Decision Planner as being the responsibility of the Trustees and the Chief Executive Officer.

All Headteachers will be invited to participate in the Executive Group. The Chief Executive Officer will chair meetings of the Executive Group and will report to the Trust Board on matters discussed and agreed within the Group.

The Executive Group will work closely with any Standards and Community Committee, supporting the functions to be carried out by the Committee.

¹ This work is further supported by the Trust's Governance Working Group, which consists of the Chair of trustees, the CEO, the Deputy CEO and the Chairs of Governors. This Group meets at least once a term.

1.4. Reporting

The Executive Group will:

- via the CEO, report back to the Trust Board regularly on its activities and on all aspects of school operation; and
- via the CEO, contribute to the agenda of the Trust Board and/or its other committees as required.

1.5. Membership and clerking

Members of the committee will be all Headteachers from all Trust schools, and will be chaired by the CEO. The Group may also include Central Team posts that contribute to school improvement and operational effectiveness and risk mitigation - or colleagues fulfilling such posts may be invited as guests. Membership of the Group is reviewed on a regular basis, and the chair is empowered to amend membership at any time based on the needs of the Schools.

In the event that the Group becomes unworkable due to size or location of the schools, the CEO may establish sub-groups in order to best meet the needs of the schools and the Trust.

The meetings of the Executive Group will take place at least twice every half term, or more if required. All meetings shall be minuted by a member of staff, usually the Central Team's PA. Minutes from all meetings will be retained on file.

