

Newham Community Learning - Growth Committee: Terms of Reference

The Growth Committee is a committee of the Trust Board, and acts in accordance with these terms of reference. As a committee, it is also subject to the Leadership and Governance Decision Planner, part of the Scheme of Delegation.

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Applies to: Newham Community Learning

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1. Newham Community Learning: Growth Committee 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. If a committee is to have decision making authority, the committee board must comprise a majority of Trustees, enabling a quorate decision to be made. Where committees consist of six trustees, and four are present at a meeting, this will enable quorate decision making.

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 this committee pursuant to Article 100 (b) in the Trust's Articles of Association.

1.2. Authority

The Growth and Governance Committee is a Committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to:

- recommend and/or propose key decisions that fall within its remit to the Trust Board;
- request any information it requires from any employee, external audit, internal audit, or other assurance provider; and
- obtain outside legal or independent professional advice it considers necessary, normally in consultation with the CEO/ the Trust Board.

1.3. Reporting

The Committee will:

- report back to the Trust Board regularly every term; and
- communicate agenda items approved and actions agreed to the Executive Group

1.4. Membership and clerking

Members of the committee will be NCL trustees, from whom a Chair will be appointed. The committee structure includes permanent guests, who will be invited to all meetings, but who will



not participate in decision making. Other guests may also attend as invited, but will not participate in decision making.

The meetings of the committee will take place as and when required, depending on the nature of the Trust's current and planned growth projects. The committee will meet a minimum of three times per year. All meetings shall be minuted by an external clerk, in accordance with the Trust's governance support arrangements.

1.5. Constitution

This committee has been established as a committee of the Trust Board, responsible for recommending or proposing decisions to the Trust Board.

The chair will be a Trustee and will be appointed as committee chair by the Board of Trustees, taking into account the required skills and experiences required for the position and the balance of chairing responsibilities within the Trust.

The Trust's CEO and Deputy CEO will be the key members of the operational staff who will support the work of the committee (including agenda planning and actions delivery) and who will attend all meetings, but who will not be members of the committee.

1.6. Frequency of meetings

The committee will normally meet three times a year, scheduled to enable recommendations to be referred to the Trust Board with minimum delay.

Additional ad hoc meetings may be arranged to address growth opportunities without delay, or to cope with increased workload.

1.7. Delegated decision making - growth

The following functions may be delegated to any committee dealing with growth and governance.

- Review and recommend to the Trust Board the Trust's Growth Plan;
- Review and recommend to the Trust Board the addition of any schools to the Trust;
- Recommend any expansion or change of age range;
- Recommend any acquisition of another Trust by Newham Community Learning;
- Recommend any merger with another Trust; and
- Review any growth activity and recommend any actions further to such growth.

