



**EQUA**  
Multi Academy Trust

## **CHAIRS FORUM TERMS OF REFERENCE**

<b>Committee</b>	<b>Chairs Forum</b>
<b>Approved by the Trust Board</b>	<b>April 2019</b>
<b>Last amended</b>	<b>February 2023</b>
<b>Last review</b>	<b>February 2023</b>
<b>For review</b>	<b>Every 3 years</b>

## **1. Constitution**

- 1.1. The Equa MAT Chairs of each Local Governing Body (LGB) have resolved to establish a Chairs Forum in order to:
  - Promote collaboration across the MAT schools
  - Share best practice and lessons learned
  - Discuss matters appropriate to the respective LGBs and the Trust as a whole
  - Offer recommendations to the Trust Board.
- 1.2. The LGB Chairs Forum derives its authority from any delegation made by the respective LGB to their Chair (or Vice Chair as the case may be) in respect of any agenda item.
- 1.3. The Committee's Terms of Reference are agreed and adopted by the Board and can only be amended with the approval of the Board.

## **2. Membership**

- 2.1. The Chairs Forum will consist of the Chair of the LGB of every school in Equa.
- 2.2. A Vice-Chair (or another governor) may attend in absence of the Chair.
- 2.3. The Forum will elect a chair.
- 2.4. Any other members of staff or external professionals will be invited to attend the relevant meeting as required.
- 2.5. The CEO and a member of the Trust Board will attend the meetings.

## **3. Meetings**

- 3.1 The Chairs Forum will meet 4 times per academic year, once early in Term 1, then in Terms 2, 4 and 6 in advance of the Trust Board Meetings.
- 3.2 More or fewer meetings may be decided upon if necessary.
- 3.3 The quorum shall be 50% of schools represented.
- 3.4 The administration of meetings will be managed by Equa's Company Secretary/clerk. Agenda and papers will be circulated to members of the Committee 7 days in advance of the meeting.

## **4. Authority**

- 4.1 The Forum may make recommendations to the Committees of the Board of Trustees or to the Board of Trustees itself.
- 4.2 The Committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the Board.

## **5. Main Duties**

5.1 The duties of the Forum shall be to:

- Promote communication and collaboration across all Equa schools.
- Promote leadership, oversight and best practice, with particular attention to:
  - School performance and outcomes for children
  - Special educational needs and inclusion
  - Safeguarding
  - Attendance
  - Statutory grants (including pupil premium)
  - Health and safety
  - Financial matters
  - Management of risk
  - Outcomes of audit
  - Intervention cause for concern
  - Other key functions of the Local Governing Body.
- Coordinate and drive effective Governor recruitment and training.
- Provide support and challenge to:
  - Chairs of Governors
  - Equa Members and Trustees
  - Equa Executive Team
  - Headteachers Committee
  - Resources Committee
  - School Improvement and Standards Committee.
- Establish and consider how to respond to lessons learned.
- Establish and represent the views of, and react to, feedback from parents, children and staff.