Respect Collaboration Trust

# Terms of Reference for Communications and Oversight

## Membership

The committee shall be informal in it's make up and there is no quorum standard. It is designed for all chairs of Local Committees (LC), the Chair of Trustees and CEO to meet. It serves to complement our structure, secure good communication and a useful line of sight for all parties.

The Chair of the group is the Chair of Trustees (COT).

LC Chairs will submit agenda items to the COT who will facilitate a discussion around these concerns as well as progress to fulfilling school and trust objectives

## Attendance at meetings

The Chair of the Local Committees, the Chair of Trustees and CEO. Other colleagues may be invited to attend on the request of members of the group. This meeting will be held on teams but provide a function for face to face.

## Frequency of meetings

Meetings shall be held not less than three (3) times a year. Extra meetings may be called if required.

## Purpose

The committee is authorised by the Trust Board to

- Review the success of the trust in its aims, vision and values.
- Review the success of the trust in maintaining its offer to schools.
- Review how the trust could further improve its work to support schools.
- Discuss potential growth opportunities and where individual schools and clusters can support that growth.

## Responsibilities

- To represent their Local Committee at this forum.
- To note in Local Committee meetings such items which are felt by Local Committee need to be brought to this forum.
- To pass agenda items to the Chair of Trustees at least two weeks in advance of a meeting.
- To feed back to the Local Committee relevant information to support their work.

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**Reporting procedures**

From Local Chairs requests, the Chair of Trustees will formulate an agenda which the clerk will put out to the CEO and Chairs of Local Committees a week in advance of the meeting. This will be via The Trust Governor (TTG).

At the same time any relevant documents will be made available on TTG.

The Clerk will take minutes of the meeting which will be signed by the Chair of Trustee.

The content of these meetings and the emerging documentation will be treated with the same respect for confidentiality as all other Trustee meetings.