Respect Collaboration Trust

Terms of Reference for Local Committees (LCs)

Constitution

The Trust Board has resolved to establish a committee of the Trust Board to be known as the Local Committee (LC).

A LC will serve a cluster of regional schools. In the first instance one cluster will be formed to serve Bridge Street, Castle and Kingsmead Schools.

Membership

The committee shall be appointed by the Trust Board. Members of the committee shall consist of not less than seven (7) members.

Comprising: 2 parents, 5 community (including up to 2 elected staff members from across the cluster- elected every 3 years). The committee for each cluster should include up to two elected parent representatives. A quorum shall be three (3) members.

The Chair of the committee shall be appointed by the Trust Board. The chair will be elected annually. The Standard term of office shall be three (3) years.

Attendance at meetings

A member of the executive leadership of the Trust will be represented at meetings.

Respect Trustees are not eligible to be members of LC, although on occasions Trustees can request to observe meetings or could be invited by the LC to discuss specific agenda items relating to the Trust. In addition, the Trust Governance Professional may also request to attend any LC meeting, as part of their responsibilities to ensure effective governance practices are being observed across the Trust.

Frequency of meetings

Meetings shall be held each term.

Purpose

The LC will not duplicate the work of Trustees or executive leaders and will not, therefore, have a role in challenging the performance of individual schools. Rather, the LCs will serve to review the overall impact of Respect Trust, seek stakeholder view to ensure the Respect vision and values are being delivered.

Respect Collaboration Trust

Responsibilities

Each LC will:

- Strive to Capture stakeholder view.
- Providing support and challenge to the Trust at a local level.
- Support the Trusts ability to fulfil SEND, Safeguarding and LAC responsibilities at academy level.
- Actively engage with the trust, raising issues, risks and effectiveness or otherwise of policies and practices.

In addition they should:

- Review the impact of Respect and the individual cluster schools within the locality by considering the work of our individual schools and the views and experiences of pupils, parents, families, staff and other stakeholder.
- Provide evidenced feedback to the Trust Board so that they can triangulate their view of Respect's performance and determine future strategic priorities.
- Determine ways in which LC members and others in the locality can better support the work of our schools, including the provision of opportunities to pupils.
- Identify ways of enhancing Respect's impact on the locality.
- Identify ways in which partners might respond to community concerns which present via our schools but cannot be solved by Respect alone.

Reporting procedures

The Chair and Clerk to the LC shall ensure that committee minutes are submitted to the Trust within one week of a meeting. The Chair of the LC will attend a meeting with the Chair of Trustees to report on key concerns and successes at LC tier. The LC and Clerk will be supported in their work by the Trust Governance Professional and the Chair of Trustees.

Minutes will be presented at the next LC meeting to be considered and signed off for accuracy

Annual Review

Annually the chair of trustees and chair of LC will review the committee to discuss its organisation, effectiveness and impact.

Effectiveness

Where a LC is not able to carry out its duty effectively; Trustees will assume responsibility for the LC.

The LC will be deemed to be ineffective if:

1. It is unable to recruit a workable committee – does not have the capacity to fulfil its responsibilities.
2. Trustees are in doubt of the LC capability to discharge its responsibilities.
3. Trustees do not have confidence in the chair.

If Trustees judge this to be the case then:

The VC of the LC may be asked to step up on a temporary or permanent basis

Or

Trustees will remove the LC and assume responsibility for governance of the cluster.

A Respect Committee will be put in place until a new LC can be formed. This Respect Committee will be formed of at least three members which may comprise from the current Trust Board, other Trusts and/or appropriately experienced colleagues either internally to the trust or externally.

Arrangements for Clusters

Working in collaboration, the trust board, the CEO, the Chair of the Local Committee will determine the cluster. This can be determined by a variety of different means including:

- Context
- Geography
- Physical Size of Schools and Clusters
- Numbers of Local Committee Members

Any amendments to clusters will be approved by the Trust Board only.