



Sapere Aude

# **Terms of Reference**

## **Full Board**

September 2025

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## 0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

<b>Document Control Table</b>	
<b>Title</b>	<b>Terms of Reference for Full Board</b>
<b>Version N°</b>	1
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<b>History</b>			
<b>V</b>	<b>Date</b>	<b>Author Code</b>	<b>Revision Summary</b>
1	Sept 2025	MLM	Updated to align with revised Academy Trust Handbook 2025 and the publication of the Academy Trust Governance Guide (March 2025).

A review date is not a sunset clause. The document remains in place until such time as it has been reviewed or superseded by updated relevant statutory guidance.

## 1. Purpose

The Board of Trustees is the accountable body of the Trust. It is responsible for the strategic direction, Christian ethos, governance, educational performance, financial sustainability, and regulatory compliance of the Trust.

## 2. Authority

The Board operates under:

the Trust's Articles of Association, updated 5<sup>th</sup> April 2011;  
the Funding Agreement;  
the Academy Trust Handbook (ATH) 2025;  
the Academy Trust Governance Guide (ATGG) (updated 2025);  
the Scheme of Delegation;  
and relevant charity and company law.

It may delegate functions to the Resources Committee, Student Experience Committees or the Principal in accordance with Articles 101-104.

## 3. Membership

- As defined in the Articles, including the ex officio Principal.
- The board appoints the Chair and Vice-Chair/s annually.
- Trustees are appointed for their skills, experience, and commitment to the trust's values and Christian character of the Trust.

## 4. Meetings

- Minimum three per academic year, with additional meetings as required.
- Quorum: three trustees or one-third of the total number, whichever is greater, (Art. 114).

## 5. Responsibilities

Ensuring activity aligns with the Christian ethos and values of the trust.

### A. Strategic Leadership

- Set and review the trust's vision, values, and strategic priorities.
- Approve the trust's strategic plan and monitor progress.
- Ensure alignment between educational, financial, and operational strategies.

### B. Educational Performance

- Hold executive leaders to account for the educational performance of the academy.
- Monitor pupil outcomes, curriculum quality, inclusion, and safeguarding.
- Ensure the trust meets its obligations under the Public Sector Equality Duty and delivers on its Equality Objectives.
- Receive reports from the Student Experience Committee and ensure recommendations are acted upon.

### C. Financial Oversight

- Ensure the trust remains financially sustainable and compliant with the Academy Trust Handbook.
- Receive and review the management accounts on a monthly basis.

- Approve the annual budget and monitor financial performance.
- Oversee the work of the Resources Committee and ensure effective internal control and risk management.

#### D. Governance and Compliance

- Ensure effective governance structures are in place across the trust.
- Approve the scheme of delegation and committee terms of reference.
- Ensure compliance with legal and regulatory requirements, including data protection, health and safety, and safeguarding.
- Receive a reports from the governance professional on governance matters.

#### E. People and Leadership

- Appoint and appraise the Principal and hold them accountable for trust-wide performance.
- Receive a termly report from the Principal on trust-wide performance.
- Approve executive pay and policy, based on recommendations from a committee agreed by the board for this purpose.
- Ensure effective succession planning and leadership development, including for board members.

#### F. Risk and Assurance

- Maintain oversight of the trust's risk register and ensure appropriate mitigation strategies are in place, including in relation to health and safety, safeguarding, data protection, AI and cyber security.
- Receive reports from the Resources Committee and ensure recommendations are acted upon.
- Ensure the trust has appropriate insurance and contingency arrangements.

#### G. Stakeholder Engagement

- Ensure effective communication with parents, pupils, staff, and the wider community.
- Promote the trust's reputation and values.
- Ensure the trust is responsive to stakeholder feedback and concerns.

### 6. Reporting and Evaluation

- Approve the academy's annual report and financial statements.
- Submit statutory returns to the DfE and Companies House.
- Conduct self-evaluation of board effectiveness and commission external reviews as appropriate
- Undertake CPD and training to enable board effectiveness

### 7. Delegation

- The Board may delegate functions to the Resources or Student Experience Committees, or the Principal, as set out in the Scheme of Delegation.
- The Board retains ultimate accountability for all decisions.

### 8. Review

The terms of reference will be reviewed annually and approved by the Board.