



**NEWHAM** COMMUNITY  
SCHOOLS TRUST

## **NCST - SoD - ToR - Executive Group**

**Last updated:        December 2021**

**Applies to:         NCST**

## 1. Terms of Reference - Executive Group

- 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.
- 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 purpose of the Executive Group is to provide a focus for the setting of policy and to develop the strategic vision of the Trust. The Executive Group will both support and advise the Trust Board and will facilitate communication between the Trust Board and the Local Governing Bodies as well as provide an opportunity for the Schools to explore and develop areas of collaboration and shared working.
- The Trust Board will consult the Executive Group regularly and specifically on the matters noted in the Trust Leadership and Governance Decision Planner as being the responsibility of the Trustees and the Chief Executive Officer.
- All Headteachers and Chairs of the Local Governing Bodies will be invited to participate in the Executive Group. The Chief Executive Officer will chair meetings of the Executive Group and will report to the Trust Board on matters discussed and agreed within the Group.
- In the event the Executive Group becomes unworkable due to size or the location of the Schools, the Trust Board may establish sub groups based on phase or location.
- The Executive Group will also act as a strategic advisor on educational matters to ensure the long term success of the Schools and that continuous improvement is made within all Schools.
- The Executive Group will assist with succession planning and the building of leadership capacity.
- It is anticipated that the Headteachers will meet at least twice a term.
- The full Executive Group (i.e. including Chairs of the Local Governing Bodies) will meet twice a year; in November and July. The agenda for the Headteacher meetings will be flexible and adapted to need. It is expected that the focus for the full Executive Group meetings will be as follows:

Focus for November meeting	Focus for July meeting
Collaboration  Governor Skills Training and Development  Cross Trust Federation Governance Support  Admissions/Need	Strategy  Vision  Review of Year/ Planning Forward

- A representative of the Trust Board may be asked to attend at the invitation of the Chair of the Executive Group. The Members will be informed of the dates for the meetings of the full Executive Group on the expectation that periodically a representative of the Members may attend.
- The Trust Board recognises the important role played by the Executive Group and commits to keeping the Executive Group informed and to have regard to any advice or guidance provided by the Executive Group on any matter affecting the Trust or the Schools, including threats and opportunities facing the Schools and the Trust more widely.
- The Executive Group will work closely with any Standards Committee, supporting the functions to be carried out by the Standards Committee. If there is no separate Standards Committee, these tasks will be undertaken by the Executive Group under the guidance of the Chief Executive Officer and with the support of any Trust Executive Team in place.