

Terms of Reference

Somerset Road Education Trust – Chair of Trustees

Approved at 2018/19 SRET#2, 28 November 2018 and to be reviewed annually.

The SRET Board shall appoint an individual from among their number to act as Chair. A change of Chair will require a notification to be made to the DfE, including a Disclosure and Barring Service (DBS) disclosure form to be submitted via the DfE. The main role of the Chair is to chair meetings of the SRET Board. They also provide leadership to the SRET Board and act as the main point of contact between the Trustees and the Executive Team. Apart from any special responsibilities or powers given to the Chair in the Articles of Association (eg; the right to chair meetings of the SRET Board and to have a second or casting vote in any case of an equality of votes at a meeting of the SRET Board), the Chair has no special powers or rights over any other Trustee. If the Chair is to carry out certain specific functions (for example, the power to approve an overspend in a certain area of the budget or the CEO's appraisal) then this must be expressly delegated to him by the SRET Board.

More specifically, the duties and responsibilities of the Chair are as follows:

1. To lead the SRET Board and promote the highest standards of corporate governance
2. To ensure effective communication with all stakeholders
3. To lead the development of SRET's culture at Board level
4. To build an effective and complementary SRET Board and take the lead on succession planning
5. To lead with the support of the SRET Executive Clerk on the provision of induction, training and development needs for Trustees and Governors across SRET.
6. To act as a liaison between the SRET Executive Team and the SRET Board
7. To provide independent advice and counsel to the EP\CEO
8. To keep abreast generally of the activities of SRET
9. To ensure that Trustees are properly informed and that sufficient information is provided to enable Trustees to make informed judgements
10. To collaborate with the EP\CEO and SRET Executive Clerk to effectively plan agendas for SRET Board meetings, ensuring that statutory reporting items to agencies such as the ESFA are included
11. To act as Chair at meetings of the SRET Board
12. To collaborate with the EP\CEO, SRET Executive Clerk (who in turn will collaborate with Committee Chairs) to prepare the Meetings Planner and Governance Deadlines document no later than Summer Term 2, for the year following
13. Following approval and agreement by all Trustees at the meeting following, to sign an original copy of SRET Board Meeting Minutes for retention on file

14. To collaborate with the EP\CEO, External Auditors, SRETBM and SRET Executive Clerk to determine the date, time and location of the AGM, inform all Members within the required deadlines and prepare the agenda for the meeting and to act as Chair of the AGM; ensuring that statutory reporting items to agencies such as the ESFA are included
15. To ensure that annual approval of the Members, Trustees, LGC and Committee Appointments takes place at SRET#1 and is reviewed at subsequent SRET Board meetings.
16. To assess and make recommendations to the SRET Board annually regarding the effectiveness of the Board as a whole, the Committees of the Board and Trustees
17. To prepare the Trustees Report that forms part of the Annual Accounts.
18. To collaborate with the CEO\EP in communications with the Regional Schools Commissioner.