

Terms of Reference

2024-25

1. Purpose

The Governance Councils are established by the Board of Trustees to:

- Strengthen communication between the Trust Board and Local Advisory Boards
- Build capacity for strong governance by sharing good practice between schools
- Strengthen the resilience of the governance structure

2. Authority

The committee is authorised by the Board of Trustees to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from any employee of CET.

3. Membership

- **Number:** There shall be three separate governance councils with each focusing on a geographic area: North, South or West.
- **Composition:** The committee shall comprise at least two Trustees appointed by the Board. The committee will invite Chairs and Vice Chairs from the Local Advisory Boards of CET schools within each geographic area.
- **Chair:** Each committee will be chaired by a trustee appointed by the board
- **Quorum:** The quorum for meetings shall be two members.

4. Meetings

- **Frequency:** The committee shall meet at least three times a year or more frequently as necessary.
- **Notice:** Meetings shall be called by the chair with at least seven days' notice.
- **Minutes:** The minutes of each meeting shall be recorded and circulated to all members and the Board of Trustees.

5. Duties and Responsibilities

- a) **Communication:**
 - Ensure that members of LABs and the board feel suitably informed about each school
- b) **Capacity building:**
 - Encourage the sharing of good practice between LABs and the board
 - Promote engagement with capacity building initiatives like the Trust's governance training programme
 - Support the recruitment of LAB members within the local area
 - Support succession planning amongst the LABs
- c) **Resilience:**

- Ensure that each school within CET has an effective LAB
- Review the effectiveness of Local Advisory Boards (LABs) and provide support and training where necessary.
- Ensure that there are clear lines of accountability between the Trust Board, the Inspection Committee, and LABs.

d) Reporting:

- Report regularly to the Board of Trustees on the committee's activities, findings, and recommendations.
- Ensure transparency and accountability in all aspects of the committee's work.

6. Review

- The terms of reference for the Governance Council shall be reviewed annually and approved by the Board of Trustees.

7. Other Responsibilities

- The committee shall carry out any other duties as requested by the Board of Trustees that are relevant to its terms of reference.