

ALL SAINTS SCHOOLS TRUST
HEADTEACHER GROUP TERMS OF REFERENCE
v1.0 April 2018

1. POWERS OF THE BOARD OF TRUSTEES

- 1.1. The Trustees of the Trust Board shall delegate to the Chief Executive Officer, Co-Principals and Headteachers powers and functions as they determine appropriate and desirable (Article 107).
- 1.2. The Trustees shall delegate authority to the Chief Executive Officer to establish and operate a Headteacher Group to support the effective management and operation of the Trust and member academies (Article 105).
- 1.3. The Trustees shall determine and approve the Headteacher Group's Terms of Reference and shall review the Terms at the start of each academic year (Article 105).
- 1.4. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Headteacher group and shall review this Scheme of Delegation at the start of each academic year.
- 1.5. The Trust Scheme of Delegation is attached as Annex 1.

2. POWERS OF THE HEADTEACHER GROUP

The Headteachers Group shall exercise the powers, responsibilities and duties delegated to it by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. Shall guide and support the Trust Board, Local Governing Bodies and Committees in fulfilling their legal, regulatory and delegated responsibilities in order to ensure the effective governance, management and operation of the Trust and member academies,
- 2.2. Shall guide and support the Trust Board, Local Governing Bodies and Committees to;
 - 2.2.1. develop and fulfil the Trust's vision, ethos and values,
 - 2.2.2. develop and achieve the Trust's strategic objectives,
 - 2.2.3. develop, set and monitor measures for the standard of educational provision in member academies including pupil progress and attainment,
 - 2.2.4. identify and implement opportunities for the Trust and member academies to operate more effectively and efficiently for the benefit of pupils, staff and the wider Trust community,
- 2.3. Shall develop a strategic plan to achieve the Trust's objectives which will be recommended by the Chief Executive to the Trust Board (SoD 2.1),
- 2.4. Shall develop the Trust annual development plan, which will be recommended by the Chief Executive to the Trust Board (SoD 2.2),
- 2.5. Shall consider the School targets and performance review developed by each Headteacher (SoD 2.3-4),
- 2.6. Shall consider the annual school development plan developed by each Headteacher (SoD 2.6)
- 2.7. Shall review and respond to the proposals for the staffing structure and complement of each School and consider and identify opportunities to optimise the employment, deployment and management of staff across the Trust's schools (SoD 4.5),
- 2.8. Shall review and respond to the school statutory and non-statutory policies to be approved by each Local Governing Body, seeking opportunities to align policies where possible, (SoD 7.7-7.8),
- 2.9. Shall develop policies relating to the employment and management of Trust staff as per the policy matrix, which will be proposed to the HR Committee by the Chief Executive (SoD 3.1),

- 2.10. Shall consider the proposed annual pay awards for Teachers and Support staff, which will be proposed to the Finance & Audit Committee by the Chief Executive. The Headteachers Group shall consider relevant local and national agreements and ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies, including consultation with unions and professional associations (SoD 3.4-5).
- 2.11. Shall review and respond to proposals for the restructuring and redundancy of staff, satisfying themselves that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies (SoD 4.17-18),
- 2.12. Shall propose the school term dates, which will be recommended to the Trust Board by the Chief Executive (SoD 7.1),
- 2.13. Shall consider and respond to proposals relating to the operation of academies including;
 - 2.13.1. Change of age range (SoD 7.2),
 - 2.13.2. Expansion of PAN or NOR (SoD 7.3),
 - 2.13.3. Extension of provision e.g. Nursery (SoD 7.4),
- 2.14. Shall review and consider the proposed Admissions policy for each School, which will be proposed by the relevant Headteacher to their Local Governing Body (SoD 7.15).

3. COMPOSITION AND APPOINTMENT OF THE HEADTEACHERS GROUP

- 3.1. The composition of the Headteacher Group shall be as follows;
 - 3.1.1. Chief Executive
 - 3.1.2. Co-Principals
 - 3.1.3. School Headteachers
 - 3.1.4. Other Trust and School staff as deemed appropriate by the Chief Executive and the Headteacher Group
- 3.2. The membership of the Headteacher Group shall be detailed as Annex 2.

4. RESPONSIBILITIES OF HEADTEACHERS GROUP MEMBERS

- 4.1. The Headteacher Group shall familiarise themselves and agree to comply with;
 - 4.1.1. The Trust Articles of Association,
 - 4.1.2. The Trust Master and Supplementary Funding Agreements,
 - 4.1.3. The Academies Finance Handbook,
 - 4.1.4. The Trust Scheme of Delegation
 - 4.1.5. These Terms.

5. MEETINGS OF THE HEADTEACHER GROUP

- 5.1. The Headteachers Group shall meet at least once per half term and at the times set out in the Trust Governance Planner,
- 5.2. The members will receive notice of each meeting 7 clear days before the date of the meeting,
- 5.3. The agenda, papers and minutes of meetings will be sent to the Trustee Board Clerk when they are issued to members,
- 5.4. Minutes will be signed by the Chief Executive at the next meeting to verify that the minutes are a true record, and
- 5.5. Quorum for a meeting will be two thirds (2/3) of the members.

- 5.6. Each question to be decided at a meeting of the Headteacher Group shall be determined by a majority of votes of members present and eligible to vote on the question. The Chief Executive Officer shall have the casting vote in the case of a tie.

6. APPOINTMENT OF THE CHAIR

- 6.1. The Chief Executive Officer shall be the Chair of the Headteachers Group.

7. APPOINTMENT OF A CLERK

- 7.1. The Chief Executive Officer shall appoint a Clerk to the Headteachers Group.

DECLARATION

The Headteachers Group at its meeting on insert date resolved to adopt these Terms of Reference. A copy has been forwarded to the Clerk to the Trustees for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.

Signature
(Chief Executive)

Date of signature

- ANNEX 1: Trust Scheme of Delegation
ANNEX 2: Headteachers Group membership