

## EXCEED ACADEMIES TRUST – BOARD OF TRUSTEES

### TERMS OF REFERENCE FOR THE SAFE TASKFORCE COMMITTEE

#### Overview

The SAFE Taskforce Committee's remit is to advise the Board and Accounting Officer (the CEO) regarding the adequacy and effectiveness of the arrangements for ensuring economy, efficiency and effectiveness in respect of the Bradford SAFE Taskforce.

#### Authority

The SAFE Taskforce Committee is authorised by the Trust Board to:

- Carry out any activity authorised by these terms of reference.
- Investigate any activity within its terms of reference or specifically delegated to it by the Board.
- obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

#### Membership and Quorum

The Members of the Committee and its Chair shall be appointed by the Board of Trustees. Membership of the Committee will be reviewed annually alongside these terms of reference. Members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the board of trustees – whichever occurs first.

There shall be no fewer than two committee members with the majority being serving Trustees. Up to two external co-opted members with relevant expertise may also be appointed.

Any Committee Member may be appointed as Chair, with the exception of the Chair of the Board of Trustees who shall not be Chair of the Committee.

At least one member of the committee should have relevant experience in the education sector.

Only full members of the committee who have been approved by the board of trustees have the right to vote on any matters.

Any Trustee may attend a meeting of the SAFE Taskforce Committee, including those who are not members of the Committee.

Meetings of the SAFE Taskforce Committee shall be quorate if two members of the committee are present. A committee member dialled in via conference/video call will be classed as in attendance and shall count towards the quorum.

#### Duties

The duties of the SAFE Taskforce Committee shall be to:

- monitor and assess the performance of the SAFE Taskforce.
- support the board of Trustees in providing an added level of scrutiny in the monitoring of the SAFE Taskforce.

- keep the board of Trustees regularly informed of the committee's activities and key decisions.
- keep under review the effectiveness of the SAFE Taskforce's governance arrangements.
- review and approve any policies presented, on behalf of the Trustees. Any policies approved by the Committee shall be circulated to all members of the Board of Trustees.

## **Meetings of the SAFE Taskforce Committee**

The Committee will meet as often as is necessary to fulfil its responsibilities, usually at least two times per year.

All meetings shall be convened by the Clerk to the Board of Trustees, who shall send to all of the members of the Committee written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting.

The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

The Chief Executive Officer and the Executive Headteacher of Appleton Academy shall attend meetings, unless otherwise instructed by the Committee.

The Clerk to the Board of Trustees shall attend to take a record of the meeting, unless otherwise instructed by the Committee. Where the Clerk fails to attend a meeting, committee members can appoint any one of their number or any other person to act as Clerk for the purposes of that meeting.

Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the Chair will have the deciding vote.

Members will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

## **Minutes and Publication**

At every meeting of the SAFE Taskforce Committee the minutes of the last meeting shall be taken as the first agenda item after any apologies, except in cases where the committee members present decide otherwise, and, if agreed to be accurate, shall be signed as a true record.

The minutes of meetings of the Committee will be circulated to all members of the Board of Trustees.

The Clerk to the Trustees shall ensure that a copy of the agenda for every meeting of the SAFE Taskforce Committee and the signed minutes of every such meeting are, as soon as is reasonably practicable, made available for publication.