

GROWTH & DEVELOPMENT COMMITTEE – TERMS OF REFERENCE 2022/2023

1. Constitution

- 1.1 The Greensand Multi-Academy Trust Board (“the Board”) has resolved to establish a Growth & Development Committee to advise the Board on matters relating to the growth and development of the Greensand Multi-Academy Trust (“the Trust”). The Growth & Development Committee has formal powers delegated by the Board to make decisions for the areas of responsibility outlined below.
- 1.2 The Growth & Development Committee (“the Committee”) is responsible to the Board and reports directly to the Board.

2. Authority

- 2.1 The Committee is authorised to investigate/undertake any activity within its Terms of Reference or specifically delegated to it by the Board pursuant to the Trust’s Scheme of Delegation. It is authorised to request any information it requires from any Member, Trustee, Governor, employee, external auditor, internal auditor or other assurance provider.
- 2.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of the Board.
- 2.3 The Committee may co-opt additional members for a defined period to provide specialist skills, knowledge and experience.
- 2.4 The Committee shall be required to maintain the strictest confidentiality.

3. Purpose and Responsibilities

- 3.1 The operational responsibilities/duties of the Committee are set out in the Trust’s Scheme of Delegation.
- 3.2 The Committee’s general function is to help develop policy/objectives that support the Trust’s overall strategy and complements both the Chief Executive Officer (CEO) and the Board in their responsibilities. It will ensure that the Trust’s strategic vision and values are at the centre of its endeavours.
- 3.3 The Committee’s specific function is to support the CEO and the Board in their responsibilities for managing the growth and development of the Trust.
- 3.4 The Committee will be responsible for monitoring, evaluating, advising and reporting on:
 - The planned growth strategy as outlined in the Trust’s strategic plan;

- Internal plans to help deliver the growth of the Trust;
 - Elements of risk management and control relevant to the growth and development of the Trust (6.5 of Scheme of Delegation);
 - Potential academies/schools seeking to join the Trust in future;
 - Associate memberships;
 - Specific due diligence reports on individual academies/schools seeking to join the Trust;
 - The successful integration / inclusion of new schools into the Trust;
 - Governance structure;
 - Development of, or changes to the structure of, or roles within the Trust's Central Team;
 - Inclusion of stakeholders and the community;
 - New activities and engagements to support future growth and development of the Trust;
 - Elements of internal auditors' reports relevant to the growth and development of the Trust (6.8 of Scheme of Delegation);
- 3.5 Ultimate responsibility for growth and development, and decision-making relating to growth and development, rests with the Board. The Committee will make recommendations to the Board for the purposes of making those decisions.
- 3.6 The Committee will liaise with and consult other committees of the Board and the Trust's Local School Committees where appropriate.

4. Administration

- 4.1 The Committee will meet twice per academic year, but may meet more frequently as required, including at short notice. The Chair or any two members of this Committee may call a meeting.
- 4.2 The Committee will consist of at least three members of the Board.
- 4.3 The Chair & Vice Chair will be appointed by the Committee and will not be employed by the Trust. The term of office for both the Chair and Vice Chair positions will be two years.
- 4.4 The Committee will be quorate if three members are present and more than 50% of those members present are Board members.
- 4.5 All Committee members have equal voting rights. In the event of an equal division of votes, the Chair shall have the casting vote.
- 4.6 The Finance & Operations Director (FOD) of the Trust and others, including members of the Trust's Central Team, may be invited to attend Committee meetings to address specific issues, but will have no voting rights.
- 4.7 Administrative support will be provided by the Trust's Lead Governance Professional.
- 4.8 Agendas will be agreed in advance by the Chair of the Committee and the CEO of the Trust (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to Committee members and attendees at least 5 working days in advance of the meeting.
- 4.9 Minutes of Growth & Development Committee meetings will be taken and will be submitted in the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.

- 4.10 The Committee reports directly to the Board, which receives minutes, reports and recommendations from the Committee.
- 4.11 The Committee will review these Terms of Reference and self-assess its performance against these Terms of Reference, including identifying any skills gaps, on an annual basis (2.15 of Scheme of Delegation).
- 4.12 The members of the Committee shall hold office for a term of 4 years.
- 4.13 The members of the Committee may resign from office or be removed from membership of the Committee on subsequent consideration by the Board.
- 4.14 The Board must not add to these Terms of Reference responsibilities that require the Committee to adopt an executive role, or its members to offer professional advice to the Board. The Committee should seek formal professional opinions from professional advisers to the Board. Advice should only be given in Committee members' capacity as Trustees and co-optees and only within these Terms of Reference.

Date reviewed & adopted by the Growth & Development Committee: 4th May 2022

Date of next review: July 2023

Signed:

Paul Daley, Chair of the Greensand MAT Growth & Development Committee