



## **CRISIS RESPONSE COMMITTEE – TERMS OF REFERENCE 2025/2026**

### **1. Constitution**

- 1.1 The Greensand Multi Academy Trust Board (“the Board”) has resolved to establish a Crisis Response Committee (“the Committee”) to advise and, where appropriate, take decisions on behalf of the Board on any Crisis (as defined in paragraph 1.2) which may arise relating to Greensand Multi Academy Trust (“the Trust”), the Trust’s schools and/or individuals within the Trust. The Committee has formal powers delegated by the Board to make decisions for the areas of responsibility outlined below.
- 1.2 A Crisis shall be defined as a time at which an urgent decision or decisions need to be made in respect of the Trust, its schools or individuals within the Trust (including students), in circumstances in which the decision needs to be made before the next scheduled Board meeting and cannot be made by the CEO and/or Finance & Operations Director (FOD). The Committee will use its discretion as to what constitutes a Crisis, with guidance from the CEO and FOD; however, circumstances in which this would apply might include (but are not limited to):-
  - 1.2.1 a serious and unexpected change in Government policy or regulations relating to the running of multi academy trusts or schools (e.g. caused by a pandemic).
  - 1.2.2 an event leading to one of the Trust’s school buildings becoming unusable (e.g. fire or flooding).
  - 1.2.3 a serious failing in health and safety on the site of one of the Trust’s schools.
  - 1.2.4 negative publicity of the Trust, its schools or an individual within the Trust in local or national media.
  - 1.2.5 an unexpected death (e.g. of a senior member of staff or of a student).
  - 1.2.6 the catastrophic failure of a system.

### **2. Authority**

- 2.1. The Committee is responsible to the Board and reports directly to the Board.
- 2.2. The Committee will continue its work for the duration of the time that the Crisis impacts significantly upon the Trust and/or its schools.

- 2.3. The Committee is authorised to investigate any Crisis falling within these Terms of Reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any Member, Trustee, Governor or employee within the Trust.
- 2.4. The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the CEO and/or the FOD and/or the Chair of the Board.
- 2.5. The Committee shall be required to maintain the strictest confidentiality.

### **3. Duties & Responsibilities**

In the first meeting of the Committee following a new Crisis having been identified, the Committee (in consultation with the CEO and/or FOD) will establish appropriate duties and responsibilities for dealing with that Crisis.

### **4. Administration**

- 4.1 The CEO, the FOD, the Chair of the Board, the Chair of the Committee or any two members of the Committee may call a meeting of the Committee in the event of a Crisis arising. Thereafter, the Committee will meet as required.
- 4.2 The Committee will consist of at least three members of the Board (not including the CEO).
- 4.3 The Chair of the Committee will be appointed by the Committee and will not be employed by the Trust. The term of office for the Chair will be two years.
- 4.4 The Committee will be quorate if three Committee 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 of the Committee shall have the casting vote.
- 4.6 The CEO and Finance & Operations Director will be invited to attend (and may call) Committee meetings, but will have no voting rights.
- 4.7 Administrative support will be provided by the Clerk to the Trust.
- 4.8 Best endeavours will be used to circulate papers for each meeting to Committee members and attendees at least 3 working days in advance of the meeting.

- 4.9 Notes of all Committee meetings will be taken and the reasons for all decisions clearly minuted. Committee minutes will be submitted in the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.
- 4.10 The Board will review these Terms of Reference annually. In the event that the Committee has had to meet during an academic year, it will self- assess its performance against these Terms of Reference at the end of that year.
- 4.11 The members of the Committee shall hold office for a term of 2 years.
- 4.12 The members of the Committee may resign from office or be removed from membership of the Committee on subsequent consideration by the Board.
- 4.13 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 and adopted by the FARC on behalf of the Crisis Response Committee: 20 October 2025**

**Date of next review: October 2026**

Signed: .....

**Sean Ruth, Chair of the Greensand MAT Crisis Response Committee**