Haberdashers' Academies Trust South

Terms of Reference

October 2026

Terms of Reference

Introduction

This document gives the terms of reference for the Trust Board of The Haberdashers' Aske's Federation Trust (which operates under the name 'The Haberdashers' Academies Trust South') (The Trust) and each of its standing committees, including the Local Governing Bodies that oversee each school. It should be read alongside the Scheme of Delegation for Governance and Leadership and the Articles of Association.

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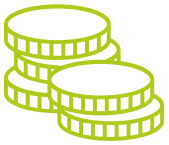

Trust Board

The Trust Board of the Haberdashers' Academies Trust South is the non-executive body accountable for all aspects of the conduct and performance of the Trust and Academies within it. It exercises its responsibilities by employing a CEO and executive team who are responsible for all aspects of the day-to-day management for the Trust and for advising the Board on its overall vision and strategy. In addition, the Trust Board retains closer oversight of different aspects of the work of the Trust by appointing a number of committees to take responsibility for specific areas of the work of the Trust Board. These committees are as follows:

- **Local Governing Bodies**, one for each school in the Trust. Members of Local Governing Bodies are called Academy Governors. Where it is deemed necessary for a school Improvement Board to be put in place by the Trust Board, these boards retain oversight of the performance of their relevant school with a specific emphasis on the elements of the performance of the school evaluated by OFSTED (Office for Standards in Education, Children's Services and Skills).
- **A People Committee** to advise and report to the Trust Board on certain matters relating to appointments, remuneration, terms and conditions, training, development, retention, diversity, inclusion and social mobility of the Trust staff and governors.
- **A Finance Committee** to advise and report to the Trust Board on the financial health of the Trust and to monitor financial performance and the delivery of central services.
- **An Audit & Risk Committee**, to recommend to the Trust Board on internal and external audit, recommend adoption of the annual statutory accounts and to maintain an oversight of the Trust's risk management.
- **A Standards Committee**, To monitor overall academic standards across the Trust. To support the Local Governing Bodies in holding schools to account for the educational performance of the school and its pupils, and also to support the Trust Board in holding the Trust Executive Leaders to account for the educational performance across all Trust schools. To provide strategic guidance about cross-Trust curriculum and assessment matters.

The Trust has also delegated responsibility to the following Groups / Panels:

- **Trustee Steering Group**, Project group convened with set terms of reference confirmed where required.
- **Exclusion Governor Review Panels,** delegated powers to each school's LGB to review exclusions and consider any representations about an exclusion made by the parents/guardians of the excluded pupil through this panel. These panels will be formed of three governors, with the aim for at least one governor to be an LGB governor of the school from which the pupil has been suspended/excluded. Remaining places on an Exclusion Governor Review Panel will be filled by any governor within the Trust. In exceptional circumstances, a panel of two governors will be convened to review the exclusion, with the Chair of the Panel having the deciding vote.

Stage 3 Complaint and/or Statutory Panels, as required and in line with statutory guidance and/or Trust Policies, the central governance team will convene panels of Trust governors, including an independent member who may be from outside of the Trust, to attend such panels. The outcome of any Stage 3 panel following a complaint from a Parent / Guardian will be reported back to the Trust Board at its next meeting in an anonymised form.

The term 'Governors' refers to Trustees, Academy Governors and members of sub-committees.

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Membership of the Trust Board

The rules around number of Trustees on the Board are set out in the Trust's Articles of Association. In addition to these numbers formed of Trustees nominated by the Members of the Trust, those appointed by Temple Grove Schools Trust and Co-opted Trustees, it shall also include the CEO.

The constitution of, and matters reserved for the Trust's Members to approve, are set out in the Trust's Articles of Association and the Scheme of Delegation for Governance and Leadership.

Frequency of Meetings

An Annual General Meeting will be held every year in March. The Members of the Trust, the Trustees and the auditors are invited to attend.

The Trust Board shall meet at least four times each year.

An annual Governor Conference will be held each March, to coincide with the AGM.

The Trust Board Annual Agenda Planner will be followed over the year to ensure the Trust Board meets its statutory duties and compliance.

The Functions of the Trust Board

To ensure that the Trust fulfils its functions to the highest standards in all respects and to fulfil the statutory role of the governing body of the multi-academy trust.

The Trust Board will review, approve and monitor compliance with any policies for which it is responsible. These are listed in the Trust's Policies Schedule and will include any policies that the Trust Board is restricted by statute from delegating to other committees. A Safeguarding Trustee will be appointed to provide assurance to the Board that best practice is being followed across the Trust in that area.

The Trust Board reserves to itself any decisions that are listed as decisions reserved to the Board of Trustees in the Scheme of Delegation for Governance and Leadership (section 3).

Record of Meetings

The Chair, through the Clerk to the Trust Board shall ensure that an agreed written record is kept of each of its meetings and that these are signed by the Chair once approved (through GovernorHub)

Decision Making

- The quorum for Trust Board meetings is set out in article 117 of the Articles of Association, adopted January 2022.
- Any decision of the Trust Board must be by decision of a majority of the Trustees present, unless a vote is being taken to remove a Trustee or remove the Chair of Trustees, for which the quorum is set in article 119.
- Decisions outside of the meetings cycle must be made by written resolution in accordance with article 123.1

Audit & Risk Committee

Purpose

The purpose of this committee is to oversee the effectiveness of the Trust's risk management, financial accounting and reporting systems and policies. The Committee provides scrutiny of and assurance about these areas that is independent of the Trust Board.

Membership

The Trust Audit and Risk Committee shall consist of:

- up to four Trustees from the Trust Board (from whose number a Chair will be appointed annually by the Trust Board).
- up to two others who are not Trustees from the Trust Board but appointed independently on the basis of their experience and skills to strengthen that of the committee and ensure that the committee is able to act with independence.

As required by the Articles of Association, a majority of members of the committee shall be Trustees.

To ensure the Committee's independence the Chair of the Trust Board, the Chair of the Finance Committee and the CEO are not eligible to be members of the Trust's Audit & Risk Committee. As the Trust's designated Accounting Officer, the CEO will be in attendance. The Trust's Senior Director: Finance and other members of the executive may be in attendance as required.

Frequency of Meetings

The Trust Audit & Risk Committee shall meet at least twice in each year.

The Audit & Risk Committee Annual Agenda Planner will be followed over the year to ensure all delegated responsibilities are discharged.

The Functions of the Committee

In carrying out the majority of its functions the Trust's Audit & Risk Committee has the delegated authority to act independently of the Trust Board. The Committee will:

- Oversee the effectiveness of financial accounting and reporting systems, internal financial controls, internal and external audit processes.
- Approve scope and fees for internal and external auditors and commission their reports.
- Monitor the implementation of agreed recommendations arising from internal and external audit reports.
- Oversee the process of risk management, approve the risk management policy and review compliance with it and its impact.
- Review the Trust's summary of extreme and high risks from all other LGB or central risk registers bi-annually
- Review the Trust Risk Register and IT Risk Register bi-annually
- Review the Trust's Compliance Risk Register annually Receive internal and external audit reports.
- Approve the Trust-wide Policies Schedule and monitor its implementation by review of the Executive's check of ratification of policies by the Trust sub committees annually.

- Ensure that the required information about governance of the Trust and its schools is published on the Trust website.
- Review, approve and monitor compliance with the accounting policies and any other policies for which it is responsible.
- Review any changes to the Academy Trust Handbook and approve the steps taken to ensure that the Trust is compliant with the handbook's requirements.
- Oversee the accuracy of pupil roll returns to the DfE and any other data returns to the DfE that affect the Trust's income.
- Monitor the Trust's statutory Health and Safety Performance and provide an annual Health and Safety report to the Trust Board.
- Monitor adherence to the School Food Standards being met by schools across the Trust
- Review the Trust's business continuity preparedness and planning annually

There are four functions of the Trust Audit & Risk Committee for which it makes recommendations to the Trust Board. The Committee will:

- Recommend the appointment of internal and external auditors to the Trust Board annually in Term 2 (which is recommended to the Members at the AGM in the case of the external auditors)
- Recommend audit reports to the Trust Board annually in Term 2
- Recommend approval of Statutory Accounts annually in Term 2
- Recommend approval of the Risk Management approach to the Board, and put forward the Trust Risk register to the Board for review in Term 6

The Committee will annually review its own performance and make recommendations to the Trust Board in respect of its own terms of reference.

Record of Meetings

The Chair of the Committee and the Clerk to the Committee shall ensure that an agreed written record is kept of each of the meetings and that these are signed by the Chair (through GovernorHub)

Delegated Powers

The Trust Audit & Risk Committee will be able to take decisions according to the Scheme of Delegation for Governance and Leadership and the Financial Scheme of Delegation set by the Trust Board.

Decision Making

- A quorum at each meeting shall be three members of the Committee. Two of which should be Trustees
- No vote on any matter shall be taken at a meeting of the Audit & Risk Committee unless the majority of members of the committee present are Trustees.
- Decisions outside of the meetings cycle must be made by written resolution in accordance with article 123.1 of the Trust's Articles of Association.

Finance Committee

Purpose

The purpose of this committee is to ensure oversight of all of the financial affairs of the Trust, including advising the Trust Board on setting the budget and the longer-term financial sustainability of the Trust, monitoring performance against budget, ensuring an appropriate set of policies and procedures are in place to provide assurance that public funds are being used correctly and good value for money is being achieved and maintaining oversight of the Trust's central support services.

Membership

The Trust's Finance Committee shall consist of:

- up to five Trustees from the Trust Board (to include the CEO) (from whose number a Chair will be appointed annually by the Trust Board)
- up to three co-opted members of the committee,
- The Trust Senior Director: Finance will be in attendance

As required by the Articles of Association, a majority of members of the Committee shall be Trustees.

Frequency of Meetings

The Committee shall meet not less than three times in each year. Each meeting will receive the management accounts of the Trust together with quarterly reforecasts as appropriate.

The Finance Committee Annual Agenda Planner will be followed over the year to ensure all delegated responsibilities are discharged.

The Functions of the Committee

- Advise the Trust Board on setting the budget of the Trust.
- Agree budget principles to determine the ratio of staff/non-staff spending and teaching staff/other staff spending.
- Monitor the Trust's budget (including budgets for each Academy).
- Review the latest monthly management accounts and reforecasts.
- Review the efficient allocation of financial resources including value for money.
- Review the fitness for purpose of the Trust's management information systems.
- Maintain oversight of the effective delivery of Trust central services.
- Recommend approval of the Trust's Estates Strategy to the Trust Board
- Maintain oversight of the condition and fitness for purpose of the Trust's estate, and review progress to the Trust's Estates Strategy development / action plan.
- Advise on the financial input to the Trust Development Plan.
- Provide assurance to the Trust Board of the Trust's state of long-term financial health.
- Advise the Trust Board on the implementation of an appropriate reserves policy.
- Review, approve and monitor compliance with any policies for which it is responsible. These are listed in the Trust's policy schedule.
- Review the Trust's risk registers for Finance and Estates bi-annually. The Finance Committee should raise and quantify long term structural risks to the Trust and raise these to the Trust Board.
- Ensure compliance with the Academy Trust Handbook and other regulatory responsibilities.

- Monitor and evaluate the impact of the non-educational priorities (e.g. IT, Estates, Finance) within the five-year strategy and the Trust Development Plan.

The Committee will annually review its own performance and make recommendations to the Trust Board in respect of its own terms of reference.

Record of Meetings

The Chair of the Committee and the Clerk to the Committee shall ensure that an agreed written record is kept of each of the meetings and that these are signed by the Chair (through GovernorHub)

Delegated Powers

The Committee will be able to take decisions according to the Scheme of Delegation for Governance and Leadership and the Financial Scheme of Delegation set by the Trust Board.

Decision Making

- A quorum at each meeting shall be three members of the Committee. Two of which should be Trustees
- No vote on any matter shall be taken at a meeting of the Finance Committee unless the majority of members of the committee present are Trustees.
- Decisions outside of the meetings cycle must be made by written resolution in accordance with article 123.1 of the Trust's Articles of Association.

Standards Committee

Purpose

The purpose of the Committee is to oversee delivery of the Trust's School Improvement Strategy. It does this by monitoring overall academic standards across the Trust and the key drivers of academic standards, reviewing – across all Trust schools – the School Improvement Plan, current school-level status and priorities, and reviewing progress in addressing priorities over time. Whilst the school Principals report directly to, and are accountable to, the CEO of the Trust, the Standards Committee supports the Local Governing Bodies in holding schools to account for the educational performance of the school and its pupils and also supports the Trust Board in holding the Trust Executive Leaders to account for the educational performance across all Trust schools. The Standards Committee also provides strategic guidance about cross-Trust curriculum and assessment matters.

Membership

The Trust Standards Committee shall be chaired by a member of the Trust Board, who will be appointed by the Trust Board annually. The committee membership will consist of up to five Trustees from the Trust Board (to include the CEO) and up to three co-opted members. These co-opted members shall be chosen for their professional background or expertise in education, both across the full age range of students in the Trust's schools and in higher education.

As required by the Trust's Articles of Association, a majority of members of the Committee shall be Trustees.

Frequency of Meetings

The Committee shall meet at least three times per year, in Terms 1, 3 and 5 and as required to carry out its remit.

The Standards Committee Annual Agenda Planner will be followed over the year to ensure all delegated responsibilities are discharged.

The Functions of the Committee

The Committee has six roles.

1. Support oversight of the Trust's School Improvement Strategy by:

    - Reviewing School Improvement Plans for each school.
    - Monitoring ongoing school status and current priorities.
    - Ensuring progress against school-level priorities.
    - Reviewing the Trust's risk register for school improvement, including reviewing emerging developments, policy changes and sector trends, and advise the Trust Board on their implications for educational strategy.

2. Ensuring high standards of academic performance across the Trust by:

    - Monitoring the academic performance of students across the Trust, based on ongoing assessments.
    - Agreeing the criteria for setting targets for academic performance of the Trust and receiving reports from the Executive on performance against those targets.

- Supporting the Trust Board in holding each Local Governing Body committee accountable for its academic standards, by providing guidance and structures for those committees and providing quality assurance of their work to the Trust Board.
- Supervising the Trust and School Performance Cycle to ensure that it is well designed and operating effectively for the Trust and each of its schools.

3. Monitoring and evaluating the impact of the educational priorities within the five-year strategy and the Trust Development Plan and hold executive leaders to account for the quality and impact of school improvement support provided to the schools by the central team.

    - Through the data reports, to monitor educational outcomes, participation, attendance, behaviour and destinations for disadvantaged, SEND, EAL and other vulnerable groups, and provide assurance regarding educational equity across the Trust
    - Reviewing progress to the key annual priorities identified from the school improvement strategy elements of the Trust Development Plan

4. Overseeing the curriculum and its assessment within the Trust and taking strategic decisions about these matters on behalf of the Trust Board, as set out in the Scheme of Delegation

    - Agreeing curriculum and assessment principles for the schools in the Trust (each school's own policy will be a matter for its LGB).
    - Agreeing any significant changes in the curriculum offer in the Trust's schools beyond the scope delegated to the Executive within the curriculum and assessment principles.
    - Agreeing the overall framework for school improvement.
    - Reviewing, approving and monitoring compliance with any policies for which it is responsible. These are listed in the Trust's policy schedule.

5. Monitoring and review of pupil movements across the Trust (noting that the LGBs will review for each school):

    - Carefully considering the levels and characteristics of pupils leaving the schools in the Trust, whether through permanent exclusion, removal from the admission register, off-site direction, or any other form of pupil movement, to ensure that such actions are taken only as a last resort when necessary
    - Challenging the Trust leadership to understand these movements and identify any emerging patterns that may require further scrutiny or action
    - Reviewing data on the separation of pupils for safeguarding purposes, where this approach is used

6. Monitoring the use of Restrictive Interventions by schools across the Trust.

The Committee will annually review its own performance and make recommendations to the Trust Board in respect of its own terms of reference.

Record of Meetings

The Chair of the Committee and the Clerk to the Committee shall ensure that an agreed written record is kept of each of the meetings and that these are signed by the Chair (through GovernorHub)

Terms of Reference

Delegated Powers

The Committee will be able to take decisions according to the Scheme of Delegation for Governance and Leadership and the Financial Scheme of Delegation set by the Trust Board.

Decision Making

- A quorum at each meeting shall be three members of the Committee, two of which should be Trustees
- No vote on any matter shall be taken at a meeting of the Standards Committee unless the majority of members of the committee present are Trustees.
- Decisions outside of the meetings cycle must be made by written resolution in accordance with article 123.1 of the Trust's Articles of Association.

People Committee

Purpose

The purpose of this committee is to advise and report to the Trust Board on certain matters relating to appointments, remuneration, terms and conditions, training, development, retention, diversity, inclusion and social mobility of the Trust staff and governors.

Membership

The Trust People Committee shall consist of:

- up to four Trustees from the Trust Board; and
- up to two co-opted members.

The Trust CEO will be in attendance, except when matters relating to them are under consideration.

Other staff will attend as determined by the Chair.

For the Executive pay approvals meeting in Term 2, the Vice Chair of the Trust Board will attend as an observer.

The Committee:

- May commission reports from third parties to inform its judgments.
- Will be advised by the Trust CEO, other than in relation to any matters affecting the CEO personally (for example the CEO's remuneration).

As required by the Articles of Association, a majority of members of the Committee shall be Trustees.

Frequency of Meetings

The Committee shall meet as required during each year to carry out its remit and at least annually to review the performance of the CEO, and to review and recommend the executive pay approvals to the full Trust Board in Term 2.

The People Committee Annual Agenda Planner will be followed over the year to ensure all delegated responsibilities are discharged.

The Functions of the Committee

To consider and to make recommendations to the Trust Board or, where appropriate approve on behalf of the Trust Board, the following matters.

Remuneration & appointments

- To support the setting of performance objectives for and the Annual Appraisal of the Trust CEO, which is conducted by the Chair of the Trust in conjunction with an externally appointed reviewer, and to recommend approval to the Trust Board annually on remuneration matters and the CEO's Annual Appraisal.
- To consider and agree annually the CEO's recommendations on overall parameters for the staff pay reviews to take effect from 1st September (but not individual rates of pay).
- To benchmark and keep under active consideration the remuneration levels of each executive member in relation to his/her relative seniority, experience, responsibilities and performance

and to recommend approval to the Trust Board on the executive remuneration with effect from 1st September each year.
- To make recommendations for approval to the Trust Board on any special payments to executive members which are outside contract.
- To consider and make recommendations to the Board on the process for the appointment of the Trust CEO.

In relation to executive roles (other than the CEO), to review and comment upon role descriptions and candidate criteria as proposed by the CEO. Appointments to executive roles (other than the CEO), will be as per the Trust's Scheme of Delegation for Governance and Leadership. Those with responsibility for appointments may seek input from the Trust People Committee in respect of these appointments as is considered appropriate.

People Strategy

To consider and review the following key areas in relation to the People Strategy:

- To review and approve the People Strategy annually in Term 2, with updates on progress to the priorities received and discussed in Terms 4 and 6;
- To review and consider annually the professional training and development in place for staff, including being informed of the implementation of professional development opportunities, in line with talent management and school development plans
- To review and consider annually the Workforce Report, reviewing key trends and areas of risk, including but not limited to:
- Recruitment/retention
- Turnover
- Workforce profile / Diversity monitoring
- Staff absence
- Staff wellbeing –
- To review and consider annually the Gender Pay Gap Report, prior to publication on the Trust website, and the Ethnicity Pay Gap Report
- To review and consider annually the Talent Management Report, including review and monitoring of succession planning for the CEO and executive
- To review annually the HR Risk Register
- To receive regular updates from the Trust's EEDI Strategic Group

To review and consider the annual staff survey results and associated action plans HR Policies and conditions

- To review, approve and monitor compliance with any policies for which it is responsible. These policies relate to staffing and governance, and they are listed in the Trust's Policy Tracker
- To recommend for approval to the Trust Board any material changes to general terms of employment
- To recommend for approval to the Trust Board the Executive and CEO Pay Policy

Governance

To consider, approve appointments (where authority has been delegated) and make recommendations to the Board on the effective operation of each of the governors' committees by providing support and development, largely to or through their Chairs. This will include:

- The appointment of members of any Trust sub-committee and LGB other than the Chair.

- Recommendation of appointments to the Trust Board and Chairs of the Board and its Committees (except its own).
- The power and duty to ensure that parent governors are appointed as required by the articles if it has not been possible to successfully complete and elect a candidate through the normal election process.
- Approval annually of the Vice Chairs of each of the Trust's sub committees (including LGBs)
- The continuation or otherwise of Governors at the end of their term of office.
- Review and monitoring succession planning for the Board, Board Committees and LGBs.
- Reviewing the effective working of Trust governance by undertaking a survey of governors every two years and regular review of the skills on each Committee, as detailed in the Governor Membership document. Reviewing annually the code of conduct for governors (in the Term 6 meeting).
- Reviewing annually (at its Term 2 meeting) the register of interest for all Governors, Members, Trustees and members of committees including Local Governing Bodies.
- Reviewing the governance risk register (annually in the term 4 meeting).
- Monitoring the planning of professional development for governors.
- Checking (at its Term 2 meeting) that all LGBs have appointed governors for Safeguarding and SEND Annually, to review its own performance and make recommendations to the Trust Board in respect of its own terms of reference.

Record of Meetings

- The Chair of the Committee and the Clerk to the Committee shall ensure that an agreed written record is kept of each of the meetings and that these are signed by the Chair (through GovernorHub)

Delegated Powers

The committee will be able to take decisions according to the Scheme of Delegation for Governance and Leadership and the Financial Scheme of Delegation set by the Trust Board.

Decision Making

- A quorum at each meeting shall be three members of the Committee. Two of which should be Trustees
- No vote on any matter shall be taken at a meeting of the People Committee unless the majority of members of the committee present are Trustees.
- Decisions outside of the meetings cycle must be made by written resolution in accordance with article 123.1 of the Trust's Articles of Association.

Local Governing Body Committees

There is an individual Local Governing Body for each school in the Trust. The remit of the committee shall be amended temporarily if it is deemed necessary for a School Improvement Board (SIB) to be put in place for that school as a temporary intervention to raise standards in the school.

The decision to put a SIB into place can only be authorised by the Trust Board and would be a temporary committee which would either replace the LGB or exist in parallel to the LGB, to be determined by the trustees upon approval. It would be a committee of the Trust Board and directly accountable to the Trustees who would appoint its members via delegated approval to the People Committee. The Trust Board will approve the Chair of the SIB. The SIB would normally meet more frequently than a LGB (more than 4 times a year), have a smaller membership and be formed of a higher proportion of educationalists or school improvement experts.

Purpose

The purpose of the Committee is to ensure the:

- performance of the school is monitored effectively and that the school's self-evaluation is appropriately interrogated and challenged with reference to the relevant OFSTED criteria.
- school improvement cycle is monitored and to provide challenge and support to the Academy Principal and the leadership team
- Review and monitoring of pupil movements, in line with DfE Exclusions and Suspensions guidance.
- Review and monitoring of the statutory requirements for Careers Education the school is faithful to the vision, aims and ethos of the Trust and plays its part in delivering the Trust's strategic plans
- Review and discuss the school's Inclusion Strategy, including how it uses its Inclusive Mainstream Fund (IMF) allocation

Membership

The Committee shall ideally consist of 8 to 12 governors including:

- two parent governors elected by the parents/carers of children at the school, or appointed according to the Trust Articles of Association if none stand for election
- co-opted governors, appointed by the People Committee on behalf of the Trust Board

The Chair of the Committee shall be appointed by the Trust Board.

The Principal of the Academy and those members of the leadership team as are required to service the Committee will be in attendance.

The CEO, Senior Directors, Director of Governance & Compliance and the Head of Governance may attend LGBs across the Trust where required.

Terms of Reference

Operation of the Committee

The Committee shall meet not less than three times in each year.

Meeting dates will be set in accordance with the LGB Meeting Blocks for the year, as determined by the Governance & Compliance team. The dates will take into account key data drops and the term dates across the year.

The LGB Annual Agenda Planner will be followed over the year to ensure all delegated responsibilities are discharged.

When approving and/or reviewing policies, the Committee should follow the Trust's Policy Schedule and refer to the list of policies within the LGB Annual Agenda Planner to ensure that its school has a complete and up to date set of policies. Where there are Trust wide principles, the Committee should ensure that the school's policy supports these principles.

The Committee will appoint link governors for SEND, Safeguarding and others it deems appropriate, these will be noted annually by the People Committee.

The Principal will promptly notify:

- the Committee chair and link governor for safeguarding of any serious safeguarding incidents
- the Committee chair of any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable health and safety incidents.

Record of Meetings, visits and complaints

- The Chair of the LGB and Governance Officer will ensure that its agenda, papers and minutes are published in the designated GovernorHub online folder and made available to the Trust Board.
- The Chair of the LGB and Governance Officer shall ensure that an agreed written record is kept of its meetings and that these are signed by the Chair (through GovernorHub)
- Governor visits to schools will be recorded in accordance with the Governor Visits Policy and circulated to the Committee with the papers for its next meeting.
- The outcomes of any stage 3 complaints under the Trust Complaints from Parents / Carers policy will be reported to the next meeting in an anonymised form.

Delegated Powers

The Committee will be able to take decisions according to the Scheme of Delegation for Governance and Leadership and the Financial Scheme of Delegation set by the Trust Board.

Decision Making

- A quorum at each LGB meeting shall be four Committee members to include at least three co-opted members.
- Any decision of the Committee in a meeting must be by decision of a majority of the members present.
- The Committee may take decisions in correspondence if at least two thirds of the members vote on a motion and all of those voting vote in favour of the motion.

Exclusion Governor Review Panel Committee

The Exclusions Governor Review Panel Committee is a Trust-wide sub-committee of governors with delegated responsibility by the Trust Board to LGBs to review suspensions and exclusions.

Role

Committee members are responsible for considering pupil reinstatement for:

- Any suspension that will result in the pupil being suspended for more than 15 days in a term or 45 days in a year
- Any suspension that will result in a pupil missing a public examination or national curriculum assessment
- A suspension that will result in the pupil being suspended for more than 5 days and less than 16 days in a term when the parents have requested a review
- Any permanent exclusion
- Committee members may also review parent representations for suspensions that will result in the pupil being suspended for five or less days in a term when parents have requested this. Committee members do not have to meet to review parent representation in this instance.

Membership

The Committee is composed of all current LGB governors, as well as trustees and Trust Committee governors, to be referred to collectively as "governors". All such governors will have received the appropriate exclusion and suspension panel training in order to review an exclusion.

Each exclusion review meeting panel will be convened of three governors. In exceptional circumstances, an exclusion review may proceed with two governors, one of whom will be appointed to Chair the meeting and will hold the deciding vote, if needed.

If an urgent exclusion review is needed for a suspension that will result in the pupil missing a public examination or national curriculum assessment, one governor, usually the Chair of Governors for the relevant school, may consider reinstatement on behalf of the review panel.

The panels will be formed of three governors, with the aim for at least one governor to be an LGB governor of the school from which the pupil has been suspended/excluded. Remaining places on an Exclusion Governor Review Panel will be filled by any trained governor within the Trust.

Members of each individual review meeting will appoint a Chair for the meeting, with support from the attending clerk.

Meetings

All meetings will be conducted in line with current statutory guidance, and will be convened by the Governance & Compliance team, with a named clerk to be provided. Minutes will be taken of each meeting and will be retained in line with the data retention policy.

Appendix 1: Change log

Date of change	Summary of change
Historic approvals	The records of the changes made previously are held centrally and can be requested. Changes were made and approved at the following meetings: July 2016 December 2016 March 2017 June 2017 October 2017 March 2018 June 2018 December 2018 October 2019 December 2019 March 2020 June 2020 March 2021 July 2021 December 2022 March 2023
December 2023	• Update to the quorum for Trust Board and its Committees. • Inclusion for each Trust Committee on how decisions can be made out of the meetings cycle • Addition of stage 3 complaints reporting and the annual Health and Safety Report under the Trust Board • Identification of responsibilities for reviewing risk registers amongst Trust Committees. • BCP added to the responsibility of the Audit & Risk Committee • Amendment to the operation of the LGB and inclusion of the Principal's responsibility to inform the Chair of the LGB of exclusions/suspensions and off site directions Changes made to remove duplication of references from Articles of Association. Links to relevant documents added in their place.
July 2025	Substantial review and revisions for consistency, moved to new branded template to match the Scheme of Delegation. Addition of terms of reference for the TSG and Exclusions Panels.
July 2026	Minor updates aligned to new requirements from the DfE and in line with the Academy Trust Handbook.
October 2026	Minor updates aligned to new requirements from the DfE regarding the Inclusion Mainstream Fund.

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South

Together,
Stronger

www.habstrustsouth.org.u
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