



PETERBOROUGH KEYS ACADEMIES TRUST

EXECUTIVE GROUP

TERMS OF REFERENCE

2023-24 v1.0

1. POWERS OF THE BOARD OF TRUSTEES

- 1.1. The Trust Board shall delegate to the Chief Executive Officer, Chief Finance and Operating Officer, Director of Primary Education, Director of SEND, Headteacher of Jack Hunt School and any staff member seconded to the Group powers and functions as they determine appropriate and desirable (Article 107).
- 1.2. The Trustees shall delegate to the Chief Executive to establish and operate an Executive 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 Executive Group's Terms of Reference and shall review the Terms at the end of each academic year to take effect from 1 September (Article 105).
- 1.4. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Executive Group and shall review this Scheme of Delegation at the end of each academic year to take effect from 1 September.

2. POWERS OF THE EXECUTIVE GROUP

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

- 2.1. to guide and support the Trust Board and its Committees, including Academy Committees, in fulfilling their legal, regulatory and delegated responsibilities for the effective governance, management and operation of the Trust and member academies,
- 2.2. to guide and support the Trust Board and its Committees, including Academy 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. to 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. to develop and propose the Trust annual plan, which will be recommended by the Chief Executive to the Trust Board (SoD 2.2),
- 2.5. to develop the Trust Communication Strategy, which will be proposed by the Chief Executive to the Trustees (SoD 2.12),

- 2.6. to review and respond to the proposals for the staff structure and complement of each Academy and to consider and identify opportunities to optimise the employment, deployment and management of staff across the Trust's academies (SoD 4.4),
- 2.7. to review and respond to the school statutory and non-statutory policies to be approved by each Academy Committee or other Trust Committee in accordance with the Trust Policy Matrix, seeking opportunities to align policies where possible, (SoD 7. 7-7.8),
- 2.8. to develop policies relating to the employment and management of Trust staff as per policy matrix, which will be proposed to the People and Infrastructure Committee by the Chief Executive (SoD 3.1),
- 2.9. to consider the proposed annual pay awards for Teachers and Support staff, which will be proposed to the People and Infrastructure Committee by the Chief Executive. The Executive 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).
- 2.10. to develop the Trust Asset Management Policy and Asset Management Plan (SoD 5.21-22),
- 2.11. to propose the school term dates, which will be recommended to the Trust Board by the Chief Executive (SoD 7.1),
- 2.12. to consider and respond to proposals relating to the operation and policies of academies including;
 - 2.12.1. Change of age range (SoD 7.2),
 - 2.12.2. Expansion of PAN or NOR (SoD 7.3),
 - 2.12.3. Extension of provision e.g. Nursery (SoD 7.4),
- 2.13. to review and consider the proposed Admissions Policy for each Academy, which will be proposed by the Academy Headteacher to the CEO and approved by the Trust Board (SoD 7.12).

3. COMPOSITION AND APPOINTMENT OF THE EXECUTIVE GROUP

- 3.1. The composition of the Executive Group shall be as follows;
 - 3.1.1. Chief Executive
 - 3.1.2. Chief Finance and Operating Officer
 - 3.1.3. Director of Primary Education
 - 3.1.4. Director of SEND
 - 3.1.5. Headteacher of Jack Hunt School
 - 3.1.6. Other Trust and Academy staff as deemed appropriate by the Chief Executive and the Executive Group
- 3.2. The membership of the Executive Group shall be detailed as Annex 1.

4. RESPONSIBILITIES OF EXECUTIVE GROUP MEMBERS

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

5. MEETINGS OF THE EXECUTIVE GROUP

- 5.1. The Executive Group shall meet at least four times in each half term;

- 5.1.1. The Executive Group shall meet at the appropriate times to feed into Trustee meetings as per the Trust Governance Planner,
- 5.1.2. The members will receive notice of each meeting 7 clear days before the date of the meeting,
- 5.1.3. Quorum for a meeting will be three of the five core members.
- 5.2. Each question to be decided at a meeting of the Executive 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 equal votes for and against the decision.

6. APPOINTMENT OF THE CHAIR

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

7. APPOINTMENT OF A CLERK

- 7.1. The Chief Executive Officer shall appoint a Clerk to the Executive Group.
 - 7.1.1. The PA to the Executive Team shall act as the appointed Clerk to the Executive Group.

DECLARATION

The Board of Trustees, at its meeting on 11 July 2023, resolved to adopt these Terms of Reference.



Claire Higgins
(Chair of the MAT Board)

Date of signature: 18 July 2023