Heritage MAT Trust Board

Terms of reference

Document	Terms of Reference
Version	1
Date Ratified	July 2025
Next Review Date (annually)	October 2025
Approving Body	Trust Board

Terms of Reference: Heritage Multi-Academy Trust Board

1. Purpose

The Trust Board is the accountable body for the Multi-Academy Trust (MAT). It is responsible for the strategic direction, oversight, and performance of all academies within the Trust. The Board ensures that the Trust meets its statutory obligations and delivers high-quality education across all of its schools. Trustees are accountable to Members and are appointed by Members. Members hold Trustees accountable for maintaining robust governance and financial sustainability, in line with the Academy Trust Handbook and Department for Education (DfE) regulations.

2. Objectives

- Ensure clarity of vision, ethos, and strategic direction.
- Hold executive leaders to account for the educational performance of the academies and the effective and efficient performance management of staff.
- Oversee the financial performance of the Trust and ensure its funds are used appropriately.
- Ensure compliance with all legal and regulatory requirements.
- Promote collaboration and continuous improvement across the Trust.

3. Responsibilities

- Approve and monitor the Trust's strategic plan and annual objectives.
- Appoint and performance manage the Chief Executive Officer (CEO).
- Approve the Trust's budget and monitor financial performance.
- Ensure effective risk management and internal controls.
- Monitor educational outcomes and ensure interventions where necessary.
- Approve policies and procedures applicable across the Trust.
- Ensure safeguarding and health & safety standards are met.
- Oversee governance arrangements across the Trust, including Local Governing Bodies (LGBs).

4. Membership

- The Board shall consist of 11 Trustees.
- Trustees are appointed in accordance with the Trust's Articles of Association.
- The Chair of the Board is elected annually by the Trustees.
- The CEO attends Board meetings but is not a Trustee.
- Other members of the executive team and school leaders may attend by invitation.

5. Meetings

- The Board shall meet at least five per academic year (with one meeting set aside for Trustee Training).

- Additional meetings may be convened as required.
- A quorum shall be 50% of the Trustees.
- Minutes shall be recorded and approved at the subsequent meeting.

6. Committees

- The Board may establish committees to support its work, including:
    - Finance & Audit Committee
    - Quality of Education Committee
    - Pay and Remuneration Committee
- Each committee shall have its own Terms of Reference and report to the Board.

7. Delegation

- The Board may delegate certain responsibilities to committees, the CEO, or Local Governing Bodies, as outlined in the Scheme of Delegation.
- Delegated responsibilities must be monitored and reviewed regularly.

8. Review

- These Terms of Reference shall be reviewed annually by the Board.
- Amendments must be approved by a majority of Trustees.