

Participating Organisation	Name of Member
Company Secretary & CEO	Sandra Roberts
	Lorraine O'Reilly (Chair)
Darlinghurst Primary	Bob Knight
West Leigh Juniors	Cheryl Woolf
Clouders	David Osborn
Kingsdown School	Margaret Rimmer
Blenheim Primary	Marianne Turner
SHSB	Robin Bevan
Bournemouth Park Primary	Angela Hutchinson
Local Authority	Jane Theadom
Metal	Colette Bailey
Belfairs High School	John Duprey

Terms of Reference for Board of Trustees of Southend Education Trust (formerly The SCOLLAR Trust)

Terms of Reference September 2011

These terms of reference are in line with and additional to the Memorandum and Articles of Association of SET. In the event of any ambiguity the Memorandum and Articles of Association have preference.

Purpose

- To further the charity's vision for Southend to be "A Learning Town"
- To further the charity's objects to advance education for the benefit of the public, in particular by providing and assisting with the provision of additional and/or new learning opportunities, and any other charitable purpose
- To accept ultimate responsibility for directing the affairs of the Southend Education Trust ensuring it is solvent, well run and delivering the outcomes for which it has been set up.

The Board will;

- (a) ensure compliance with the objects, purposes and values of the organisation, and with its governing document
- (b) set or approve policies, plans and budgets to achieve those objectives and monitoring performance against them
- (c) ensure the solvency, financial strength and good performance of the organisation
- (d) ensure that the organisation complies with all relevant laws, regulations and requirements of its regulators
- (e) deal with the appointment (and if necessary the dismissal) of the organisation's chief executive
- (f) set and maintain a framework of delegation and internal control; and

- (g) agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise

Function of the Chair

The Chair will be appointed by the membership of the Charity, through nominations made by the Remuneration and HR Committee. The Chair will hold office for up to 3 years only and must step down and have a gap of at least 1 year before re-election.

Delegation by the Board

1. The Board may delegate the administration of any of its powers to one or more Trustees or committees consisting of one or more Trustees and any such committee or Trustee must conform to any rules that the Board imposes on it.
2. The Board may co-opt any person or people who are not Trustees to serve on the Committees
3. All acts and proceedings of the Committees or Trustees must be reported to the Board as soon as possible

Vice Chair

A vice Chair will be appointed by the Board.

Chairs Action

When urgent action is required and there is not time to call a meeting the Chair has the power to take decisions on behalf of the Committee provided the full group is informed of the decision at the next meeting. Chairs Action should be a standard item on each agenda.

Membership

The Board will consist of no more than 13 and no less than 3 people elected by members of the Charity and not more than three additional individuals co-opted by the Board in line with the Articles and these terms of reference.

About three quarters of the Board will be elected by the members from the membership, with a quarter to be appointed for their relevant skills and experience and will not be employed by a participating organisation.

In 2011 the Board will consist of:

- Three Lay Trustees selected by the Board
- One Trustee nominated by the Local Authority
- Eight Trustees elected by the members to represent secondary and primary schools

Retirement of members of the Board

- At each annual general meeting one-third of the elected Trustees for the time being or if their number is not three or a multiple of three, then the number nearest one third shall retire from office
- The Trustees to retire in every year shall be those who have been longest in office since their last election by the members, but as between persons who became Trustees on the same day those to retire shall (unless otherwise agree amongst themselves) be determined by lot
- A retiring Trustee shall be eligible for re-appointment by the members for no longer than three years in total

Conflict of Interest

Trustees will observe the rules agreed in the Memorandum and Articles of Association and Standing Orders

Frequency of meetings

At least 6 meetings per year

Reporting

The Board will report to the Full Partnership

Quorum

A quorum of 5 members of the Board or one- third whichever is less

Minutes of Meetings

The Group must have minutes that are entered in minute books at the Company office and copies of these minutes must be posted on the website.

Voting

A majority from members present.

Review

These terms of reference will be reviewed annually.