



**omega**  
MULTI-ACADEMY TRUST

# **Local Governing Body Chairs Forum Terms of Reference 2024/2025**

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Owner	Chair of Trustees
Approved By	Trust Board
Approval Date	8 <sup>th</sup> October 2024
Next Review Date	August 2025

## Review dates and summary of changes

Date of review	Summary of changes

Signed:

Chief Executive Officer

Date: 8<sup>th</sup> October2024

Chair of Trustees

Date 8<sup>th</sup> October2024

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## **Statement of intent**

The Chair's Forum provides a platform that allows a dynamic and responsive approach to current challenges and opportunities. It allows the Local Governing Body's Chairs to share insights, address common concerns, and collaborate on solutions that will drive governance within the organisation forward.

The Terms of Reference (ToR) outlines the purpose, scope, responsibilities, and operational procedures for the forum. It ensures clarity of roles, expectations, and the framework within which the Forum operates.

The ToR have been reviewed and approved by the Board of Trustees and will be reviewed and updated on an annual basis.

## 1. Legal framework

- 1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Academy Trust Handbook 2024
  - Omega Multi-Academy Trust Articles of Association
- 1.2 This policy operates in conjunction with the following Trust policies:
- Scheme of Delegation
  - Finance Policy and Procedures incorporating the Scheme of Financial Delegation
  - Local Governing Body Code of Conduct
  - Governors Confirmation of Eligibility
  - Local Governing Body Terms of Reference

## 2. The Chairs Forum

- 2.1 The Local Governing Body Chairs Forum provides a collaborative platform for the Chairs of local governing bodies to discuss shared priorities, challenges, and opportunities.

The Forum aims to:

- Facilitate the exchange of ideas and best practices.
- Support strategic decision-making across the local governing bodies.
- Enhance communication and alignment between the Local Governing Bodies, Trust Board and Trust Executive Leadership.

- 2.2 The specific objectives of the Chairs Forum are:

- To offer a space for open dialogue and peer support among LGB Chairs.
- To ensure consistency in governance practices across the local governing bodies.
- To share insights and develop solutions for common issues faced by the schools.
- To contribute to the strategic planning and policy development at the local and organisational level.
- To ensure that decisions align with the overall mission and values of the schools and the Trust.

## 3. Membership

- 3.1 **Membership:** Chairs of the Local Governing Bodies; Chair of Trustees
- 3.2 **In Attendance:** Governance Professional
- 3.3 **In Attendance by Invitation:** Chief Executive Officer, representative from the Central Executive Team; Vice Chairs.
- 3.4 **Chair:** The Chair of Trustees will chair the Forum.

## **4. Meetings**

- 4.1 The Chairs Forum will meet once per term, with additional meetings scheduled as required.
- 4.2 An agenda will be circulated one week prior to each meeting, and members are encouraged to submit items for discussion in advance.
- 4.3 Meetings will typically last 1-2 hours, though the Chair may extend the meeting if needed.
- 4.4 Meetings can be held in person, virtually, or in a hybrid format to accommodate all members.
- 4.5 Every matter to be decided at a meeting of the Forum must be determined by a majority vote of the members present and voting on the matter.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Forum meeting and published annually on the Trust's website.
- 4.8 Detailed minutes of the meeting will be taken by the Governance Professional and provided to the next meeting of the Forum.

## **5. Scope**

- 5.1 The scope of the LGB Chairs Forum includes, but is not limited to:
  - Governance best practices and challenges.
  - Training and development needs for local governing bodies.
  - Alignment of local governing body activities with the strategic direction of the organisation.
  - Ensuring compliance with legal and regulatory requirements.
  - Sharing updates and developments from central leadership.

## **6. Reporting**

- 6.1 The LGB Chairs Forum will report its findings and recommendations to the central leadership team and/or the Board of Trustees.
- 6.2 Regular updates on Forum activities will be communicated to all local governing bodies.
- 6.3 Any urgent matters requiring immediate attention will be escalated to the Board of Trustees promptly.

## **7. Monitoring and Review**

- 7.1 This document is reviewed annually by the Board of Trustees.
- 7.2 Any changes to this policy will be communicated to Chairs of the LGB by the Chair of the Trust Board.
- 7.3 This document will be issued to all Chairs of the LGBs via GovernorHub
- 7.4 The scheduled review date for this policy is August 2025