



Terms of Reference Governance Board

Version	1.1
Name of policy writer	Director of TSH
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1. Constitution

- 1.1 The SHARE MAT board of directors has resolved to establish a Calderdale & Kirklees Teaching School Hub Governance Committee, to advise the board on matters relating to the Calderdale & Kirklees Teaching School Hub (C&K TSH).
- 1.2. The committee is responsible to the board of directors.
- 1.3. The committee's terms of reference are agreed and adopted by the board and can only be amended with the approval of the board.

2. Membership

- 2.1 The committee will consist of at least two SHARE MAT directors (to include the CEO of SHARE MAT) who will be appointed by the board. In addition, the headteacher of Shelley College and CEOs/headteachers from strategic partner schools will also be invited to join.
- 2.2 The members of the committee shall hold office from the date of their appointment until resignation or omission from membership on subsequent consideration by the board. The board will review committee membership on an annual basis at the start of the academic year.
- 2.3 Any other members of staff or external professionals will be invited to attend the relevant meeting as required.

3. Meetings

- 3.1 The committee will meet at least three times a year and on an ad-hoc basis at the request of one if its members or the directors.
- 3.2 The quorum shall be two directors (to include the CEO of SHARE MAT).

4. Authority

- 4.1 The committee will report to the board on any decision taken in accordance with the decision making and accountability framework as well as the scheme of delegation.
- 4.2 The committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the board of directors.
- 4.3 The committee is authorised to obtain any legal and professional advice it considers necessary, normally in consultation with the chair of directors.

5. Main Duties

The main duties of the committee are as follows:

- To hold to account the TSH Delivery Groups, determine strategic direction, quality of outcomes and the quality of provision across the partnership

- Support and challenge to the operational management to ensure accountability
- To agree any changes to the provision and be aware of the financial implications associated with this.
- Compliance: Strategic Compliance, Operational Compliance, General Compliance, e.g. Equality, Data Protection, GDPR, are being maintained by your provision,
- Monitoring and Quality Assurance – providing accountability for the effective work of the TSH
- Strategic Direction
- Review of policies and risk register
- Receive monitoring reports that are reviewed and minuted on a regular basis
- Approving the Partnership Agreement
- Review the annual budget, Regular (at least termly) monitoring of actual income and expenditure against each budget and revised forecast for the year in the format agreed, Reviewing reports by the Accounting Officer as to the effectiveness of the financial procedures and controls
- Responsibility of the implementation and management of an effective system of internal controls that are consistent with the requirements set

6. Objectives

6.1 The committee will support the Hub to reach the objectives set out in the Teaching School Hub Framework.

- Implementing school based Initial Teacher Training
- Implementing the Early Career Framework
- Implementing the new specialist and leadership National Professional Qualifications
- Offer a service for Induction of early career teachers through an appropriate body service
- Promote and offer other high quality evidence-informed continuous professional development to teachers and leaders in the Hub region

7. Review

7.1 The committee will conduct an annual review of the terms of reference, reporting to the board of any recommended changes.