

**EKO TRUST**  
**GROWTH COMMITTEE**  
**TERMS OF REFERENCE (v1.0 July 2023)**

**1. POWERS OF THE TRUST BOARD OF TRUSTEES**

- 1.1. The Trustees of the Trust Board shall establish the Growth Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year (Article 101).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).

**2. POWERS OF THE GROWTH COMMITTEE**

The purpose of this committee is to ensure the smooth transition of new schools to the Trust.

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

- 2.1. monitor the Trust's growth strategy;
- 2.2. approve informal exploration of growth opportunities;
- 2.3. make recommendations to the Board regarding the formal process of growth and Trust expansion;
- 2.4. make recommendations to the Board regarding the Local Governing Body composition and membership;
- 2.5. ensure that robust and supportive measures are in place to enable the smooth transition of an existing school to the Trust;
- 2.6. ensure that robust and compliant processes are in place for the smooth and successful establishment of new schools;
- 2.7. ensure that effective induction procedures are in place for all schools that are new to the Trust;
- 2.8. monitor areas of risk that are impacted by growth;
- 2.9. review, challenge and monitor metrics relating to schools that are new to the Trust;
- 2.10. make recommendations to the Trust Board regarding any amendments to the scheme of delegation in respect of any individual school;
- 2.11. ensure that growth does not impact upon the delivery of the central support offer to existing schools;
- 2.12. make recommendations to the Trust Board regarding the development of Hubs and monitor their effectiveness;
- 2.13. recommend the commissioning of further work or support, or redeployment of resources;
- 2.14. promote positive awareness of the impact of the Trust within joiner schools and the communities that they serve;
- 2.15. ensure that the ethos and values of joiner schools align with the values of the wider Trust;

- 2.16. ensure that effective cross-Trust communication systems are in place in relation to areas allocated to the committee.

### **3. COMPOSITION AND APPOINTMENT OF THE GROWTH COMMITTEE**

- 3.1. The composition of the Committee shall be as follows;
- 3.1.1. Trustees with relevant knowledge, skills and expertise in school improvement and organisational change,
  - 3.1.2. Chief Executive Officer,
  - 3.1.3. Persons with relevant knowledge, skills, expertise who will be appointed by the Trust Board,
  - 3.1.4. Further Trustees such that the Committee has a majority of Trustees.
- 3.2. Committee members may invite representatives of Local Governing Bodies to be in attendance.

### **4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 4.1. Composition and membership of the committee will be reviewed by the Trust Board on at least an annual basis.
- 4.2. On appointment members are each required to familiarise themselves and to agree to comply with;
- 4.2.1. these terms of reference,
  - 4.2.2. the Trust scheme of delegation,
  - 4.2.3. current relevant legislation and guidance .

### **5. MEETINGS OF THE COMMITTEE**

- 5.1. The Committee shall meet at a frequency determined by the Trust Board;
- 5.1.1. The members will receive notice of each meeting 7 clear days before the date of the meeting.
  - 5.1.2. The agenda, papers and minutes of Committee meetings will be sent by the Clerk to the Trustees when they are issued to members
  - 5.1.3. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the Committee will be half of the members and a majority of members present being Trustees.
- 5.3. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

### **6. APPOINTMENT OF THE COMMITTEE CHAIR AND VICE CHAIR**

- 6.1. The Trust Board shall appoint the Chair and Vice Chair,
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities.
- 6.3. The term of office for Chair and Vice Chair will be 1 year and they shall be appointed at the first meeting of the Trust Board each school year.

### **7. APPOINTMENT OF A CLERK**

7.1. The Trust Board shall appoint a Clerk to the Committee.