

Thinking Schools Academy Trust (the Trust)

Culture & Development Committee - Terms of reference

1. Establishment of the Culture & Development Committee

- 1.1. In order to support the effective operation of the Trust and the academies within the Trust (the **Group**) the Trust's board of directors (the **Board**) have decided to establish a committee to support the effective operation of the Trust, and in particular the integration of new academies, trusts or schools looking to join TSAT. This group will be referred to in this document as the "Culture & Development Committee" or "C&DC".
- 1.2. The Board shall review annually the membership and terms of reference of the C&DC.

2. Membership

- 2.1. The C&DC shall consist of:
 - the Trust Board's Chair
 - the Trust Board's Vice Chair
 - the Trust Board's Link Trustee for Marketing, Comms & PR
 - the CEO
 - Co-opted members, which shall be a representative from each School who have joined the Trust and shall stay in position until the school is deemed to be integrated into the Trust by the committee.

The Board may from time to time appoint additional members.

Those in attendance will be:

- Director of Culture and Development
 - Deputy CEO
 - Director of Service Delivery
- 2.2. The Director of Culture & Development, CEO & Deputy CEO must leave the meeting during any discussion about their performance as Director of Culture & Development, CEO or Deputy CEO. They may be excluded from any minutes made provided, any material relating to the performance of their roles.
 - 2.3. Other Group employees and specialist support may be invited to attend meetings as required.

3. Remit and responsibilities of the C&DC

The C&DC shall:

- 3.1. review prospective new academies, trusts or schools looking to join TSAT, and ensure it is aligned to the Trust vision
- 3.2. recommend the principles of Trust growth and ensure proactive growth is aligned to these principles
- 3.3. to review all due diligence reports for schools looking to join the Trust, to ensure the proposed school fits with the Trust growth strategy, aligns to the Trust vision and ethos and joining will not be to the detriment of current pupils within the Trust
- 3.4. review the successful integration of new pupils, staff, schools and communities into the Trust.

As the Committee and Directorate is established the committee will also have the remit and responsibilities of;

- 3.5. set the ethos and culture strategic plan and review its delivery throughout the Trust
- 3.6. Review the delivery and impact of the strategic plan for Investors in People (IIP) accreditation and development
- 3.7. Review the impact of the impact of the Pupil Voice strategy including the Trust Wide Student Council and Pupil Voice Committee
- 3.8. To establish and review the parental engagement strategy, including parental survey outcomes
- 3.9. Review the delivery and impact of the strategic plan for Total Education
- 3.10. evaluate the impact that the Trust has on integrated schools, with particular focus on impact on pupils
- 3.11. set the internal and external communications strategy and review its delivery throughout the Trust
- 3.12. review the impact of the Thinking Creative function and its delivery of services to schools and on the internal and external communications strategy
- 3.13. To ensure that TSAT responds in an appropriate and timely manner to ongoing changes and developments within the educational sector
- 3.14. The C&DC can delegate tasks to such individuals as it sees fit

4. Proceedings of C&DC meetings

- 4.1. The C&DC shall meet in person or via video call three times a year.
 - 4.2. The quorum for the transaction of the business of the C&DC shall be three or if greater one third of its membership.
 - 4.3. Every matter to be decided at a meeting of the C&DC must be determined by a majority of the votes of the members present. Each member present (including for the avoidance of doubt associate members) shall be entitled to one vote. [Where there is an equal division of votes the Chair shall have a casting vote.]
 - 4.4. There shall be a timed agenda for meetings which will be set by the Chair.
 - 4.5. A register of attendance shall be kept for each C&DC meeting and published annually.
5. **Reporting**
- 5.1. Within 14 days of each meeting the C&DC will produce and agree notes of its meetings showing the decisions made and any agreed actions

Agreed June 2023 for establishment from September 2023