



Winckworth
Sherwood

[NAME OF CATHOLIC EDUCATION TRUST]

SCHEME OF DELEGATION

EFFECTIVE DATE: [SEPTEMBER 2024]

COMMITTEE TERMS OF REFERENCE: LEADERSHIP GROUP

Diocese of Brentwood template Scheme of Delegation. Draft developed for Catholic schools by the Diocesan Education Service with the support of the Diocesan solicitors, Winckworth Sherwood (contact: Andrea Squires on asquires@wslaw.co.uk or 020 7593 5039). Any significant departures from this template should be discussed with the Trustee of Education.

COMMITTEE TERMS OF REFERENCE: LEADERSHIP GROUP

1. The Trustees have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Trustees, enabling a quorate decision to be made.
2. Details of the committees established by the Trust are noted in the Trust's Structure Chart appended to the Scheme of Delegation.
3. The purpose of the Leadership Group is to provide a focus for the setting of policy and to develop the strategic vision of the Trust. The Leadership Group will both support and advise the Trust Board and will facilitate communication between the Trust Board and the Local Governing Committees as well as provide an opportunity for the Academies to explore and develop areas of collaboration and shared working.
4. The Trust Board will consult the Leadership Group regularly and specifically on the matters noted in the Trust's Leadership and Governance Decision Planner as being the responsibility of the Trustees and the Executive Team under the supervision of the Catholic Senior Executive Leader.
5. The Leadership Group will also act as a strategic advisor on educational matters to ensure the long-term success of the Academies and that continuous improvement is made within all Academies.
6. The Leadership Group will assist with succession planning and the building of leadership capacity in the Trust.
7. All Headteachers (including Executive Headteachers and Heads of School) and Chairs of the Local Governing Committees will be invited to participate in the Leadership Group, with the Catholic Senior Executive Leader chairing all meetings and reporting to the Trust Board on matters discussed and agreed within the Leadership Group.
8. The Leadership Group of Headteachers/Heads of School will meet regularly as required by the Catholic Senior Executive Leader. Chairs will be invited on occasion.
9. In the event the Leadership Group becomes unworkable due to size or the location of the Academies, the Trust Board may establish sub-groups based on phase or location, though meetings will still be chaired and attended by the Catholic Senior Executive Leader and members of the Trust's Executive Team.
10. A representative of the Trust Board may be asked to attend any meeting which the Chairs are invited to, and a representative of the Members may attend any such meeting at their discretion.
11. The Trust Board recognises the important role played by the Leadership Group and commits to keeping the Leadership Group informed and to have regard to any advice or guidance provided by the Leadership Group on any matter affecting the Trust or the Academies, including threats and opportunities facing the Academies and the Trust more widely.
12. The Leadership Group will work closely with any Standards Committee, supporting the functions to be carried out by the Standards Committee. If there is no separate Standards Committee, these tasks will be undertaken by the Leadership Group under the guidance of the Catholic Senior Executive Leader.