
**Derby Diocesan Academy Trust (Company No. 08980079) ("DDAT")
Derby Diocesan Academy Trust 2 (Company No. 09442311) ("DDAT2")
Chairs' Forum Terms of Reference**

1. Purpose

- 1.1. The purpose of the Chairs' Forum is to facilitate:
- The sharing of perspectives and information between the Trust Board and the Local Academy Committee (LACs) of the Trust's schools
 - The exchange of ideas and experience between LAC Chairs with the aim of supporting and improving governance across the Trust

2. Membership

- 2.1. Membership shall comprise:
- All LAC Chairs (or, in their absence, the LAC Vice Chair)
 - The Chair or Vice Chair of the Trust
 - The Chief Executive Officer (or, in their absence, the Deputy CEO)
 - The Director of School Improvement
- 2.2. Any other Trustee may attend a meeting as a member.


3. Meetings and Procedures

- 3.1. The Forum will meet three times a year.
- 3.2. The Chair or Vice Chair of the Trust and Chief Executive Officer will act as Co-chairs.
- 3.3. The Forum will be supported by a Governance Professional who will minute recommendations made by the Forum (full minutes will not be produced) and who will schedule meetings and prepare agendas.
- 3.4. The agenda for meetings will be agreed in advance by the Chair of the Forum and papers will be circulated at least seven clear days in advance of the meeting.
- 3.5. If the Co-chairs are absent from a meeting, the members shall choose another member to act as Chair for that meeting.
- 3.6. Apologies should be sent to the Governance Professional in advance of the meeting.
- 3.7. Any items of AOB should be sent to the Governance Professional 24 hours ahead of the start of the meeting for the consideration of the Chair.
- 3.8. The forum is not a decision-making body therefore no quorum will be applied. However, if the anticipated attendance falls below 50% of the Chairs of Governors, the Chair may decide to cancel or reschedule the meeting.

4. Duties

4.1. The duties of the Chairs' Forum are to:

- a) Provide an environment for open and honest communication and discussion on matters of celebration or challenge
- b) Receive information updates from the Board of Trustees
- c) Ensure that information from the Board is disseminated to each LAC
- d) Provide feedback on areas of consultation requested by the Board
- e) Contribute to, and be advised of, strategic developments of the Trust and individual academies
- f) Agree relevant items to be taken to the Board of Trustees. The Co-chair of the Group will feedback the key issues and views expressed in the meeting to the Trust Board.
- g) Ensure that relevant issues from LACs are reported to Trustees
- h) The Head of Governor Services, with the support of the LAC Chairs and their clerks, will ensure a standard agenda item is included on full LAC meetings relating to the business of the Group.

Approved by DDAT Board on:	18th July 2024
Effective Date:	1st September 2024
Signed:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>Signed by:</small>  Sarah Charles Chair of the Board </div>

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