

# Committee Terms of Reference

Document date: July 2023



# The Tapscott Learning Trust

*Working together,  
achieving for all*

<b>Review Frequency</b>	Annually
<b>Review Date</b>	July 2024
<b>Ratified by</b>	Trust Board
<b>Date of Ratification</b>	18th July 2023
<b>Lead Owner</b>	Head of Governance
<b>Target Audience</b>	All layers of governance

## **Introduction**

As a charity and company limited by guarantee, the Trust is governed by a Board of Trustees (the Board) who have overall responsibility and ultimate decision making authority for all the work of the Trust, including establishing and running of the schools' maintained by the Trust.

In order to support the effective operation of the Trust and its schools', the Board has established a number of committees to which it has delegated certain powers and functions. These terms of reference set out the constitution, membership and proceedings of the committees the Board has established.

In summary, the Board has established the following committees:-

- Audit and Risk
- Finance, Operations and Resources
- Safeguarding, Standards and Curriculum
- Local Advisory Boards (LAB's) which are established by the Board to support the effective operation of the schools'
- A Senior Leadership Committee
- Advisory committees, including the Pupil Parliament

The Board will review these Terms of References together with the membership of the Committees at least once every twelve months.

These Terms of Reference may only be amended by the Board. The functions, duties and proceedings of Committees set out in these Terms of Reference shall also be subject to any regulations made by the Board from time to time.

**Date last approved by the Board: 18th July 2023**

## 1. Trust Board Terms of Reference

### Authority

The Trust Board is accountable to the Members of the Company.

### Purpose

To ensure the core mission of the Trust is realised and to ensure compliance with all aspects of regulation and operation within the requirements set out in the Trust's Memorandum and Articles of Association

### Membership

The membership of the Board of Directors is set out in the Trust's Articles of Association and includes the Chief Executive Officer. There shall not be less than three directors.

Also attending are the Chief Finance Officer and the Head of Governance.

The Board will be quorate if at least one third (rounded up) of the total number of Directors holding office are present, with a minimum of three.

The Chair of the Board shall have a casting vote.

### Responsibilities

The Trust Board is the decision-making body and is accountable and responsible for all the academies in the Trust.

The Trust Board has three core functions:-

1. Ensuring clarity of the vision, ethos and strategic direction
2. Holding the Executive Leaders to account for the educational performance of the academies and their pupils and the effective and efficient performance management of staff
3. Overseeing the financial performance of the academies and making sure that its money is well spent

The Board:

- Must operate and make decisions to further the Trust's charitable object
- Are responsible for the general control and management of the administration of the Academy Trust
- May exercise all the powers of the Trust (subject to the provisions of the Companies Act, the Trust's Articles of Association and the Members' ability to direct the Board by special resolution)
- Have statutory duties to exercise care, skill and diligence and avoid conflicts of interest
- Must be connected with, and engage with, the communities and stakeholders it serves
- Must publish on its website up-to-date details of the overall governance arrangements it has put in place
- Is the Trust's key strategic decision maker, however, it delegates certain responsibilities in accordance with the Trust's Scheme of Delegation
- Should play a strategic role and avoid routine involvement in operational matters
- Should focus strongly on holding the CEO to account for exercising their professional judgement in these matters and all of their other duties

## **Administration**

The Trust Board will meet at least six times a year.

Administrative support will be provided by the Trust.

Agendas will be agreed in advance by the Chair of the Board, based on, but not limited to, a pre-agreed annual schedule of activity and papers will be circulated to members and attendees at least seven calendar days in advance of the meeting.

Minutes of the meeting will be taken and once approved in draft by the Chair of the Board, be submitted to the next scheduled meeting of the Board for ratification.

The Board will review these terms of reference and self-assess its performance against these terms of reference on an annual basis prior to approval.

## **2. Establishing the Committees**

The Board has resolved to establish the following Board Committees as committees of the Board:

- 2.1 Audit & Risk Committee
- 2.2 Finance, Operations & Resource Committee
- 2.3 Safeguarding, Standards & Curriculum Committee
- 2.4 Local Advisory Board (LAB) Committee. The Board has resolved to establish LABs for each of its academies as a separate committee of the Board. The current list of LABs and the academies that they operate in respect of is set out in Appendix 1.
- 2.5 The Senior Leadership Committee
- 2.6 Pupil Parliament (advisory committee)

## **3. Membership – Board Sub- Committees**

Members will appoint Trustees to the Trust Board and this shall have a minimum of 3 members and shall have no maximum (as stated in the Trust's Articles of Association).

Sub-committees shall have a minimum of three members and a maximum of seven members

The Board will ensure that the Board Committee members have the necessary skills, background and experience to properly fulfil the relevant Board Committee functions.

The current Board Committee members are set out in the register of committee members maintained by the Trust and is set out in Appendix 2.

No member of the Finance, Operations & Resource Committee can be appointed as a member of the Audit & Risk Committee.

The Trustees recognise the overriding principles of the Academy Trust Handbook 2023 (ATH).

The Audit & Risk Committee should be established in a way to achieve internal scrutiny which delivers objective and independent assurance for the Trust. In establishing the Audit & Risk Committee the Board will adhere to the principles of the ATH and ensure that:

- Staff employed by the Trust will not be members of the Audit & Risk Committee but may attend meetings to provide information and participate in discussions and
- The Trust's Accounting Officer and other relevant senior staff will routinely attend committee meetings in the capacity set out above.

Each LAB, unless the Board resolves otherwise, will have a minimum of five members and a maximum of nine members

The membership of each LAB shall be as follows (unless the Board resolves otherwise):

- Two parent members (elected)
- One staff member (elected)
- The Head Teacher of the school
- Up to two persons appointed by the Board
- Up to three other persons who are co-opted by members of the LAB.

The current LAB Members are set out in the register of committee members maintained by the Trust and at which date of adoption of these Terms of Reference is set out in Appendix 2.

The Trustees shall:

- Make all necessary arrangements for, and determine all other matters relating to, an election of parent LAB members, including any question of whether a person is a parent of a registered pupil at the school they are standing for election at.
- Make all necessary arrangements for, and determine all matters relating to, the election of staff LAB Members.

The term of office for any LAB Member shall be four years, save that this time limit shall not apply to Head Teachers. Subject to remaining eligible, any member may put themselves forward for reappointment for re-election of a second term.

#### **4. Chairs of Committees**

- The term Chair refers to the person appointed as chair of the relevant Board Committee or LAB
- Each Board Committee shall, at the first meeting of each academic year, elect a member to act as chair of the committee. LABs will be required to have a Vice Chair and any employee of the school cannot hold either the Chair or Vice Chair position.
- No person may act as a Chair of a Board Sub-Committee unless they are also a Trustee. Trustees may not act as Chair of LABs, unless on a temporary basis pending the election of a new Chair.

#### **5. Proceedings of Committee meetings**

- The Committees will meet as often as necessary to fulfil their responsibilities but at least three times a year. LABs will meet at least four times a year.
- The quorum for the transaction of the business of a Board Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Trustees.
- The quorum for the transaction of the business of a LAB shall be three Members provided that at least one of them is a LAB Member appointed by the Board (not including staff members and parent members).
- The Trust will ensure that a minute taker is provided to take minutes at all Board Committee meetings
- The Trust will ensure that a minute taker is provided to take minutes at all LAB meetings
- Every matter to be decided at a meeting of a Committee must be determined by a majority of the votes of the members present and voting on the matter.
- Each Committee member present in person shall be entitled to one vote.
- Where there is an equal division of votes, the Chair shall have a casting vote.
- A register of attendance shall be kept for each Committee meeting and published annually.

- The Board will have the authority to put in place an Interim Executive Board (IEB) if any school is deemed to be failing or if it is believed that the principles of the Trust are not being followed.
- Committees may invite attendance at meetings from persons who are not Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

## **6. Conduct of Committee members**

All Committee members shall observe at all times the provisions of the Trust's Code of Conduct.

## **7. Members' Interest**

Committee members are required to declare any business or other interest in any item being discussed at the meeting and must withdraw from the meeting and not vote on a matter if:

- There may be conflict between their interests and the interests of any of the schools' or the Trust
- There is a reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required
- They have a personal interest either where they or a close relative will be affected by the decision of the Committee in relation to that matter.

## **8. Disqualification and Removal of Committee Members**

A person shall be ineligible for appointment to a Committee and, if already appointed, shall immediately cease to be a member if:-

- They become disqualified from holding office under the Trust's Articles of Association
- Is or becomes disqualified from holding office as a LAB member
- Is included in the list of teachers or workers considered by the Secretary of State as unsuitable to work with children or young people
- Is barred from any regulated activity relating to children
- Is or becomes bankrupt or makes any arrangement or composition with his/her creditors generally, or their estate has been sequestered
- Is convicted of any criminal offence, other than minor offences under the Road Traffic Act or Road Safety Acts for which a fine or non-custodial penalty is imposed or any conviction which is a spent conviction for the purpose of the Rehabilitation of Offenders Act 1974
- Has been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a Committee member
- Refuses to an application being made to the Disclosure and Barring Services (DBS) for a criminal records check or fails to provide relevant documentation for a DBS check within four weeks of appointment.
- Commits a serious breach of the Trust's code of conduct or any standing order or protocol implemented by the Board
- In the case of a LAB Member, is absent without the permission of the LAB Members from all their meetings held within a period of six months and LAB members resolve that this office be vacated
- Resigns their office by notice in writing to the Chair
- In the case of a Head Teacher, then ceases to be a Head Teacher
- In the case of a LAB Member, their term of office expires and they are not re-appointed
- The Trustees reserve the right at their sole discretion to remove or suspend, on such terms as they see fit, any LAB Member by written notice to the relevant Chair.

## **9. Reporting Procedures**

Within fourteen days of each meeting each Chair of a Committee will:

- Produce and agree minutes of the meeting

- Provide a summary document identifying (i) decisions made, (ii) recommendations to the Board and (iii) outstanding actions

## **10. Committee Reports**

- The Committee reports will be sent to the Board termly
- Each committee shall conduct an annual review of its work and the powers and functions delegated to it under these Terms of Reference and shall report the outcome and make recommendations to the Board.

## **11. Remit and Responsibilities of the Audit & Risk Committee (ARC)**

### **Purpose**

The role of the Audit and Risk Committee is to maintain an oversight of the Trust's risk management, internal control and value for money framework. It will report its findings termly to the Board.

### **Membership**

Membership of the ARC will consist of at least three Trustees and up to two non-trustee members

The Chief Executive Officer (Accounting Officer), Chief Finance Officer and Head of Operations will attend. If the meeting is not quorate, discussions can go ahead but the meeting cannot make any decisions, but may subsequently be made by email.

The Chair of the Committee will be a Trustee and shall have a casting vote. With reference to the ATH, the Chair of ARC should not be Chair of the Board.

### **Duties**

The Audit & Risk Committee has responsibilities and duties in accordance with the Trust's Scheme of Delegation and Academies Financial Handbook..

The remit of the Committee is as follows:-

### **External Audit**

- To consider the appointment of the external auditor and assess the independence of the external auditor, ensuring key personnel are rotated at appropriate intervals
- To recommend the audit fees to the Board and pre-approve any fees in excess of £10,000 in respect of non-audit services provided by the external auditor and to ensure that the provision of non-audit services does not impair the external auditors' independence or objectivity.
- To oversee the process for selecting the external auditor and make appropriate recommendations through the Board to Members of the Trust to consider at any general meeting where the accounts are laid before Members.
- To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest cooperation
- To review the external auditor's annual management letter and all other reports and recommendations, together with the appropriateness of management's response
- To review the performance of the external auditor on an annual basis
- To recommend to the Board, and subsequently to Members, the appointment/re-appointment of the external auditor.
- To review and consider the circumstances surrounding any resignation or dismissal of the external auditor.
- To consider the appointment of the external auditor and assess the independence of the external auditor, ensuring that key personnel are rotated at regular intervals

### **Internal Audit**

- To set and review the internal audit programme and ensure that the internal audit function is adequately resourced and has appropriate standing within the Trust
- To review the reports and recommendations of the internal audit, together with the appropriateness of management's responses
- To monitor the implementation of action agreed by management in response to internal audits

### **Financial Management and Policies**

- To keep under review the Trust's financial management and reporting arrangements, providing constructive challenge, where necessary, to the actions and judgements of management in relation to the interim management and financial accounts, statements and reports and the annual accounts and financial statements, prior to submission to the Board, paying particular attention to:
  - Critical accounting policies and practices, and any changes in them
  - Decisions requiring a major element of judgement
  - The extent to which the financial statements are affected by any unusual or complex transactions in the year and how they were disclosed
  - The clarity and transparency of disclosures
  - Significant adjustments resulting from the audit
  - The going concern assumption
  - Compliance with accounting standards
  - Compliance with the DfE and legal requirements

### **Asset and Risk Management**

- To confirm that an asset recording system is in place, including an inventory and fixed asset register for each school
- To monitor the effectiveness of the Trust's whistleblowing policy for handling allegations from whistle-blowers including ensuring that a Link Trustee is appointed for whistleblowing
- To review the Trust's policies and procedures for handling allegations of fraud, bribery and corruption
- To review reports on the outcome of investigations of suspected or alleged impropriety
- To review the adequacy of policies for ensuring compliance
- To ensure that any significant losses are investigated and reported to the DfE/EFSA where required
- To review the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks
- To review the adequacy and robustness of the Trust's risk registers
- To keep under review, the adequacy and effectiveness of the Trust's governance, risk and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from management, internal audit, the external auditor and any other relevant independent assurances or reports
- To review all risk and control related disclosure statements, in particular, the Trust's annual 'Statement on Internal Control' together with any associated reports and opinions from management and the external auditor, prior to endorsement of the Board
- To review any recommendations made by the Secretary of State for Education for improving the financial management of the schools
- To review or investigate any other matters referred to ARC by the Board
- To draw any significant recommendations and matters of concern to the attention of the Board

### **Administration**

The ARC committee will meet at least three times a year

Administrative support will be provided by the Trust

Agendas will be agreed in advance by the Chair of ARC, based on but not limited to, a pre-agreed annual schedule of activity, and papers will be circulated to members and attendees at least seven calendar days in advance of the meeting

Minutes of the meeting will be taken and once approved in draft by the Chair of ARC, will be submitted to the next scheduled meeting of the Board.

The Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, prior to submission to the Board for approval.

## **12. Remit and Responsibilities of the Finance, Operations and Resource Committee**

### **Funding**

- To consider each of the schools indicative funding, notified annually by the DfE and EFA and to assess its implications for the relevant school. This will be in consultation with the Trust's Finance Lead together with the Head Teacher or Head of School and the Business Manager of each school, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board.
- To consider and recommend acceptance or non-acceptance of the schools budgets each financial year

### **Budgeting**

- To contribute to the formulation of the schools strategic plans, through the consideration of financial priorities and proposals, in consultation with the Trust's Finance Lead and with the stated and agreed aims and objectives of the relevant school
- To receive and make recommendations on the broad budgeting headings and areas of expenditure to be adopted each year. This will include the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in each of the school's strategic plans
- To liaise with and receive reports from any other committees and to consider any spending plans and to report back and advise the Board
- To delegate the day to day management of the approved budget to the relevant Head Teacher with the agreed authorisation limits
- To monitor the effectiveness of the LAB's in monitoring their budgets
- To consider requests for supplementary expenditure and consider appropriate recommendations to the Board
- To consider and act upon matters not covered by other sub-committees
- To review financial policy including consideration of long term planning and resourcing in accordance with each of the schools' development plans

### **Expenditure**

- To monitor and review expenditure on a termly basis and ensure compliance with the overall financial plan for the schools, and with the financial regulations of the Trust, drawing any matters of concern to the attention of the Board

### **Financial Procedures**

- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a termly basis, including the implementation of

bank account arrangements and, where appropriate, make recommendations for improvement

- To prepare the financial statement to form part of the annual report of the Board to stakeholders and for filing in accordance with requirements of the Companies Act, Charity Commission and Funding Agreement (including the AFH)

### **Health & Safety**

- To receive each term the Health & Safety report and advise as necessary
- To monitor compliance with the schools' Health & Safety Policies and statutory obligations under the Health & Safety at Work Act 1974.

### **Property Management**

- To determine the use of the schools and grounds outside school sessions with regards to the lettings and charging policy
- To ensure that the schools premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed
- To ensure the responsibilities of the Board under the Environmental Protection Act are met
- To advise the Board on environmental issues to ensure the schools are acting as a responsible institution in their duty to conserve energy, materials and with regard to the local community.

### **General**

- To review or investigate any other matters referred to the Finance, Operations and Resource Committee by the Board
- Drawing any significant recommendations and matters of concern to the attention of the Board

### **Growth**

- To design and develop growth plans making recommendations to the Board as to the strategic growth and development and to review opportunities for income generation through effective use of facilities and also personnel between schools.

### **Pay**

- To prepare and submit recommendations for the adoption of the Board of:
  - the Trust's appraisal policy
  - the Trust's pay policy
- To ensure that the Trust operates in accordance with statutory appraisal regulations and the relevant school's adopted policy, including
  - That the CEO will undertake the appraisals of all Executive Head Teachers, Head Teachers and Head of School
  - To take advice from the CEO when agreeing objective and reviewing the performance objectives of staff
  - To support with the annual report to the Board on appraisal arrangements and outcomes
  - a panel selected from the Committee to hear any panel by a teacher against entries made within their appraisal statement, in line with agreed pay policies
- To moderate pay decisions across the school - NB the first appeal will be at LAB level
- A panel selected from the Committee to hear any appeal by a teacher employed at any school against the outcome of their threshold assessment application

- To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board

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### **Grievances**

- To consider staff grievances where there is a referral under the grievance procedure adopted by the Board. A panel comprised of members of the Committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure
- To receive any reports from any formal grievances and outcomes

### **Staff Discipline/Dismissals**

- Under the disciplinary or capability procedures set out for Head Teachers adopted by the Trust Board, to consider formal action against a Head Teacher and for a panel comprised of members of the committee to make a determination as provided for under either procedure. The Committee will be responsible for the future review of any sanction short of dismissal as required under the relevant procedure.
- Under the disciplinary or other relevant procedures (e.g. relating to capability, staff reductions or incapacity due to ill-health) adopted by the Board, to make any determination that any member of staff employed by a school or the Trust should be dismissed from their post
- To receive reports on any formal disciplinary measure

### **Staff Appeals**

- Under the disciplinary procedure or capability procedure adopted by the Board, to consider any appeal against a sanction short of dismissal issued by the CEO or a Head Teacher.
- Under the disciplinary or other relevant procedures (e.g. relating to capability, redundancy or incapacity due to ill health) adopted by the Board to consider any appeal against a decision to dismiss from their post a member of staff employed by the Trust.
- To consider appeals under other procedures as may from time to time be delegated by the Trust Board, including appeals under the Trust's adopted pay policy

### **Personnel**

- To receive reports and make recommendations to the Board on all aspects of matters relating to staff at the schools
- To advise on the strategic planning of human resources
- To monitor the communication and consultation of policies and processes to staff and review feedback
- To advise and recommend revisions to those policies which affect staff including those that relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, charging and remissions, training, performance management, management of stress, trade unions, whistle-blowing and pay.
- To advise the Board on the appointment of a Head Teacher
- The Board delegates the appointment of supply staff and temporary staff to the relevant Head Teacher. The CEO will appoint the Head Teacher, Head of School and Deputy Head Teacher of each school.
- Non-teaching staff, appointed to support children with special needs, will be appointed in consultation with the Trust's SENCO

### **Gender Pay Gap**

- To consider the Trust's annual gender pay gap and to make recommendations to the Board.

### **GDPR**

- To review any breaches of GDPR

### **Governance**

- On a termly basis, to review the governance arrangements of the Trust and to receive regular reports.

## **13. Remit and Responsibilities of the Safeguarding, Standards & Curriculum Sub Committee**

- To monitor and review the Trust's Safeguarding arrangements
- To receive, agree and adopt the Trust's Safeguarding Policy
- To receive reports from the Designated Safeguarding Lead and CEO regarding safeguarding arrangements and inspections
- To ensure that staff and governors receive sufficient training and that this is reviewed regularly
- To receive termly reports from the CEO on school improvement visits/peer review visits
- To review and monitor each school's curriculum
- To review each school's Development Plan (SDP) and its link governor arrangements
- To review each schools' SEF
- To review and ensure standards at all school's and receive regular external assessment reports.
- To review and monitor school's Sports Premium reports
- To review the Trusts Admissions arrangements
- To receive and agree any policies relevant to this Committee in areas such as SEN, Inclusion and Behaviour.
- To review the Trust's attendance arrangement and monitor each school's attendance data
- To receive on a termly basis a report of all formal complaints received

## **14. Remit and Responsibilities of the LABs**

The powers and functions delegated by the Board to the LABs are set out in detail in the Trust's Scheme of Delegation as approved by the Board and in summary include the following:

- To oversee the running of the schools' in terms of learning, standards, safety and wellbeing. The committee will also oversee health and safety for their setting.
- To hold the local school leadership to account for academic performance, quality of care and provision.
- To ensure that the school is conducted in accordance with the objects of the Trust, the terms of any trust governing the use of the land which is used for the purposes of an school, any agreement entered into with the Secretary of State for the funding of the school or schools' and these Terms of Reference
- To consider budget monitoring information and make recommendations to the Headteacher in relation to any potential overspending
- To review and monitor the school's curriculum
- To act as a critical friend to the Headteacher (including but not limited to advice in relation to annual budget proposals)
- To adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the school are delegated to them in order to support the Board and its committees in relation to proper use of funds and delivering high quality educational provision.
- To represent the views of the community and pupils (including but not limited to in discussions on budget issues that relate to community engagement and activity and make recommendations to the Headteacher). Recruitment and selection of Head Teacher and Head of School only
- To support recruitment and selection, grievance, disciplinary and exclusion processes where appropriate
- To promptly implement and comply with any policies or procedures communicated to the LAB by the Board from time to time
- To support the Trust's senior management staff deal with parental complaints pursuant to the Trust policy on parental complaints following the complaints procedure
- To draw any significant recommendations and matters of concern to the attention of the Board
- To consider staff complaints of harassment under the procedure adopted by the Board. The LAB will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy
- To hear, consider and make any initial decisions about matters relating to the discipline of staff or staff grievances in accordance with adopted procedures
- To review and monitor safeguarding arrangements
- To carry out a review of the staffing establishment
- To review the school's development plan.

#### **15. Remit and Responsibility of the Trust's Senior Leadership Team**

- To regularly review and develop the Trust's growth plan
- To review all services provided by the Trust
- To agree any capital bids (as agreed in the Trust's Finance Policy) in readiness for Board approval

## Appendix 1 **The Trust's LABs**

### **Curwen Primary School LAB**

Head Teacher Position Mr. Paul Harris/Ms. Kate Mansfield (one vote)  
Parent Governor Mr. Shaba Ali  
Parent Governor Ms. Juliana Olayinka  
Staff Governor Ms. Carly Tully  
Board Appointed Governor Ms. Swasthi Mahabeer  
Board Appointed Governor Ms Paula Jeffers  
Co-Opted Governor Ms. Joan Spencer  
Co-Opted Governor Ms. Justyna Tosun  
Co-Opted Governor Ms. Helen Lam

### **Kensington Primary School LAB**

Head Teacher Position Mr. Ben Levinson/Mr. Perry Leeks (one vote)  
Parent Governor Ms. Saeema Naz Rashid  
Parent Governor Ms. Kulsum Seth  
Staff Governor Ms. Moji Omole  
Board Appointed Governor - vacancy  
Board Appointed Governor Ms. Margaret Cameron-Ratchford  
Co-Opted Governor Vacancy Ms. Kalsoom Iqbal  
Co-Opted Governor Ms. Hannah Rizki  
Co-Opted Governor Mr. Rashmi Makwana

### **Ranelagh Primary School LAB**

Head Teacher Position Ms. Shella Lawrenson/Ms. Leigh Welburn (one vote)  
Parent Governor Mr Edward Hoyle  
Parent Governor Ms. Rosamund Murdoch  
Staff Governor Ms. Kuldip Bahra  
Board Appointed Governor Mr. Amadou Faal Jammeh  
Board Appointed Robert Sewell  
Co-Opted Governor Ms. Rena Begum  
Co-Opted Governor Ms. Takya Giscombe

### **North Beckton Primary School LAB**

Head Teacher Position Ms. Shella Lawrenson  
Parent Governor Mrs. Chun Wong  
Parent Governor Ms. Magdalena Milkowska  
Staff Governor Ms. Bridie Mahon  
Board Appointed Governor Ms. Swasthi Mahabeer  
Board Appointed Governor Vacancy  
Co-Opted Governor Ms. Hiwot Ameneshoa  
Co-Opted Governor Ms. Kizi Scott  
Co-Opted Governor Mr. Daniel Scott

## Appendix 2 - **The Register of Membership**

### **Members**

Mr. Rashmi Makwana  
Ms Diana Higgins  
Ms. Catherine Brown  
Cllr/Mrs. Joy Laguda  
Mr. Nazre Ahmad

### **Trustees**

Mrs. Margaret Cameron-Ratchford  
Ms. Jacque Robertin  
Ms. Kate Shurety  
Mr. George Spentzos  
Mr. Paul Harris  
Ms. Laura Webber  
Ms. Paula Jeffers  
Ms. Meena Bhatti  
Mr. Matthew Edwards  
Ms. Jane Moon

### **Audit & Risk Committee**

Mr. George Spentzos (Chair)  
Ms. Jacque Robertin  
Ms. Paula Jeffers  
Ms. Kulsum Seth

### **Finance, Operations & Resource Committee**

Ms. Kate Shurety (Chair)  
Ms. Laura Webber  
Ms. Margaret Cameron -Ratchford  
Mr. Paul Harris  
Mr. Matthew Edwards

### **Safeguarding & Standards Committee**

Ms. Laura Webber (Chair)  
Ms. Margaret Cameron-Ratchford  
Mr. Paul Harris  
Ms. Jane Moon

