



## **The de Ferrers Trust**

### **The de Ferrers Trust (the Trust)**

#### **Terms of Reference**

##### **Policy Committee**

**Adopted by the Board: 11 October 2016**

### **1 Constitution**

- 1.1 The board of directors of The de Ferrers Trust (the **Trust Board**) hereby resolves to establish a committee of The de Ferrers Trust to be known as the Policy Committee (the **Committee**).

### **2 Membership**

- 2.1 The Committee shall consist of members of the Trust Team together with a minimum of two members of the Trust Board.

- 2.2 The current members of the Trust Team are:

2.2.1 Steve Allen (Chief Executive)

2.2.2 Amy Taylor (Director of Finance)

2.2.3 Joanne Harrison (Director of Human Resources)

2.2.4 Tammy Pyszky (Director of Governance and Operations)

- 2.3 The Trust Board shall at the first meeting of each academic year identify which Trustees will attend each meeting and will publish this information on the website. The Committee will elect a Trustee to act as Chair (the **Chair**) at each meeting.

- 2.4 The Director of Governance and Operations shall take the minutes. In her absence another member of the Trust Team will take the minutes.

- 2.5 The Committee may invite attendance at meetings from persons who are not Directors or 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.

### **3 Remit and responsibilities of the Committee**

- 3.1 The Committee shall be responsible for the monitoring of cross-trust policies through the policy tracker and for recommending approval of such policies to the Trust Board

### **4 Proceedings of Committee meetings**

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least once a term.
- 4.2 The quorum for the transaction of the business of the Committee shall be three Trustees (including the Chief Executive or in his absence the Chair of the Trust Board).
- 4.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.4 Each member present in person shall be entitled to one vote.
- 4.5 Where there is an equal division of votes the Chair of the Committee shall have a casting vote.
- 4.6 A register of attendance shall be kept for each Committee meeting and published annually.

## **5 Authority**

- 5.1 The Committee is authorised by the Trust Board to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

## **6 Reporting Procedures**

- 6.1 Within 14 days of each meeting the Committee will produce and agree minutes of its meetings. These can be agreed by email.
- 6.2 The Committee will publish a report to the trustees at their next meeting.
- 6.3 The Trust Board will conduct an annual review of these terms of reference.