

GLT Executive Board (EB)

Terms of Reference 2025/2026

Overview

The Executive Board (EB) is a committee of the Great Learners Trust with specific delegated powers established in accordance with the Trust's Articles of Association (Article 100.B and 101). These powers are determined by the Trust Board and recorded in the Scheme of Delegation.

The Trust Board will disband a Local Governing Board (LGB) and establish an EB where evidence from data, an Ofsted inspection, or an external review, deems the school 'Requires Improvement' or is 'Inadequate'.

An EB may also be established where:

- Evidence from the sources outlined above demonstrate that the school's leadership and management, including governance, are not bringing about improvement following a period of support.
- A lack of leadership by the LGB Chair or non-adherence to Trust policy.
- The school has or forecasts a deficit budget.
- An event occurs at, or in relation to, the school which is significantly damaging to the reputation of the trust and the school and / or the LGB cannot evidence that their actions prior to and/or post the event mitigated the damage caused.
- An event occurs which causes a serious concern to the Trustees about the wellbeing of any child at the school and the school cannot evidence that the correct safeguarding protocols have been followed and / or that the LGB has not sufficiently fulfilled its safeguarding responsibilities.
- There is a significant fall in the progress and or standards obtained by pupils at the school.

The GLT Trust Board is accountable for the performance of schools within the Trust, especially those that are underperforming. Trustees should be satisfied about the LGB's ability to adequately perform any functions delegated to them.

The Trust is therefore required to provide support, challenge and make decisions in this context. Where a school is underperforming and at risk of, or in, an Ofsted category of concern, it is the responsibility of the Trust to ensure appropriate actions are taken to improve performance, rapidly. In such cases this may mean that an EB is established to help accelerate improvement and help to strengthen the overall leadership and management of the school.

These Terms of Reference will be reviewed at the first Trust Board meeting of each academic year, or more frequently if required.

Constitution

The constitution of the Executive Board is established in accordance with the Trust's Articles of Association (Articles 54 – 56, 100.B and 101).

- The Executive Board will consist of seven members and Trustees shall form the majority of the membership.
- Members of the EB should be professionals, ideally from education, who can contribute to the rapid improvement of the school. The constitution of the EB will reflect the priorities of the Rapid Improvement Plan (RIP) and include a member of the GLT Executive Team.
- The EB will include two parents who must be a parent of, or have parental responsibility for, a pupil at the school at the time when they are appointed to the board.
- Any election of parents shall be held by secret ballot. The arrangements made for the election shall provide for every person who is entitled to vote in the election to have an opportunity to do so. The EB will determine the most appropriate method of voting for the school community.
- Where the number of parents applying for the vacancy is less than the number of vacancies, the EB may appoint a person who is the parent of a registered pupil at the school or, where it is not reasonably practical to do so, a person who is the parent of a child of compulsory school age to be a parent EB member.
- Whilst the parents elect Parent EB members, the EB ratifies their formal appointment, they can veto the appointment of any candidate who does not support the aims and values of the school and the Trust.
- Other staff may be invited to attend and contribute to meetings from time to time.
- The Chair of the Committee, who shall not be the Chair of the Trust Board or CEO, will be appointed by the GLT Chief Executive Officer (CEO).
- The EB will be focused on raising standards for a time-limited period. Whilst there is an EB in place the LGB will be temporarily dissolved. Reinstatement of the LGB and the original Scheme of Delegation will be at such a time as the Trustees are satisfied that the event that has triggered the establishment of the EB has been rectified or cease to cause concern to the Trust Board.
- Term of office for an EB member is for the term of the EB, usually no more than 24 months.
- The quorum for any EB meeting shall be three members. The meeting cannot take place unless quorum is reached.
- The EB will meet at least once every half term but may choose to meet more often.

Committee Responsibilities

The Executive Board will fulfil all the statutory and non-statutory roles of the LGB.

Strategic leadership of this still rests with the Full Trust Board.

The function of the EB is to:

- Monitor the improvement of standards at the school and make decisions regarding appropriate actions to ensure improvement.
- Consider budget monitoring information and make decisions on spending needs to support the improvement of the school.
- Support the Headteacher and Senior Leaders in bringing about improvements to all aspects of the school as required.
- Support the school in recruitment and selection, exclusions, grievance, disciplinary processes and complaints where appropriate.

Reporting to the Trust Board

The Chair is responsible for circulating the agenda and minutes of meetings in liaison with and via the EB Clerk.

Agendas and accompanying material should be available seven days in advance of meetings; minutes should be available within ten days of the meeting.

The CEO and EB Chair will report to the Trustees on progress being made by the EB at the school.