

Terms of Reference for the Kaleidoscope Heads and Chairs (HAC) Committee

Rationale

The HAC is established within the Kaleidoscope governance hierarchy to provide a forum for discussion between the Local Governing Bodies of each school and allows each of the Kaleidoscope schools to have a direct route of communication to the Trust Board. The HAC will meet regularly (usually once a term) which will therefore allow for discussion of matters arising and clear communication to be established.

Membership and Meetings

The HAC will consist of 2 consistent representatives from each school, one from the Governing Body and one from the Senior Leadership Team (usually the Chair of Governors and Headteacher, or their directly empowered representative).

The HAC will nominate 1 governor representative to sit on the Trust Board as Trustee.

A minimum of one week's notice of a meeting should normally be given unless an extraordinary meeting is required. The Kaleidoscope Clerk will agree an agenda with the CEO and HAC Chair.

The Committee shall appoint a Chair and Vice Chair bi-annually and will be minuted by the Kaleidoscope Clerk.

Roles and Responsibilities

The HAC will carry out the following key functions and will act to:

1. Provide key information to / from the Local Governing Bodies and the Trust Board.
2. Assist the Trust Board in preparing and analysing information that will support the strategic direction of Kaleidoscope.
3. Discuss and respond to matters arising from Trust Board meetings in areas such as:
 - a. Progress against key performance indicators and Kaleidoscope development plans;
 - b. Common financial planning, including the engagement of joint traded services partners;
 - c. Capital improvement and buildings maintenance plans;
 - d. PR and communication to external stakeholders;
 - e. Inspection and Audit;

- f. Common self-evaluation and data collection processes, including the review of school data and development plans by the Kaleidoscope CEO and / or external school advisor;
4. Agree a timetable of events – particularly opportunities for the children - to support the Kaleidoscope vision and values;
5. Agree joint governor and staff professional development events – e.g. joint Inset days, joint governor training events and staff meetings;
6. Recommend any significant alignment of joint systems and procedures;

These Terms of Reference will be reviewed annually.

Signed: Jane Barry
Chair of HAC

Date: 18/11/20

Signed Tristan Cogan
Chair of Trustee Board

Date: 18/11/20