



*“child-centric, creative and innovative, community focused, collaborative but distinctive with a culture of high expectations and excellence”*

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## **Terms of Reference for the Kaleidoscope Chairs Forum**

### **Rationale**

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

### **Membership and Meetings**

The Chairs Forum will consist of 1 consistent representative from each school (usually the Chair of Governors or their directly empowered representative).

A minimum of one week’s notice of a meeting should normally be given unless an extraordinary meeting is required. The Kaleidoscope Governance Professional will agree an agenda with the CEO and Chairs Forum Chair.

The Chairs Forum shall appoint a rolling meeting Chair for each agreed meeting, determined by the hosting school for each meeting. The appointed Chair for each meeting will be minuted by the Kaleidoscope Governance Professional.

### **Roles and Responsibilities**

The Chairs Forum 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   
Chair of Trust Board

Date: 12/07/2023

Last review July 2023