



“All equal, all different, all achieving together”

Learn@ MAT Terms of Reference

Equality, Diversity and Inclusivity Committee

Constitution

The Board of Trustees (“the Board”) has resolved to establish an Equality, Diversity and Inclusivity Committee.

This Committee shall operate in accordance with any requirements of the Education & Skills Funding Agency and any other national funding bodies. It is responsible to the Board.

Authority

The Committee is authorised by the Board to:

- investigate any activity within its terms of reference.
- seek any information it requires from Governance, Committees and Trust employees, plus relevant information from subcontractors and other third parties.
- obtain external professional advice.

Membership and quorum

- The Board may co-opt persons to the Committee who are not Governors. The Committee shall consist of a minimum of 3 and a maximum of 6 members (of whom at least two shall be Trustees and at least one of whom shall have the relevant skills and expertise).
- The Chair of the Board, the Principal, Staff Governor shall not be eligible for membership. The Committee may include employees of the Academy (other than senior postholders and those with executive responsibilities in the Academy at senior level).
- 50% of members, rounded up represent a quorum, provided that there are a majority of Board members present.

Chair and Vice Chair:

- The Chair and Vice Chair of this committee will be identified and elected by the Learn@ Trust Board.
- The Chair and Vice Chair of this committee will serve a two-year term.
- After a two-year term the Chair and Vice Chair will be subject to a review by the full Trust Board.
- Should the Chair or Vice Chair resign from their position the Trust Board will identify and elect their replacement.

Meetings

- The Committee shall meet as necessary but normally at least once per term. The Chair or any two members may call a meeting.
- The meetings shall be timely with the work of the Academy’s internal audit service and the financial statements auditor.
- Non-members may be invited to attend meetings.

- Other Board members shall not have the right to attend meetings.
- The Clerk to the Committee will keep appropriate records of the proceedings.
- The minutes of Committee meetings shall be circulated to all Board members.

Duties

- Formulating and recommending Trust policies and procedures relating to equality and diversity .
- To challenge the Trust as an institution in terms of our practice, approach and development of equality and diversity, and in particular where progress is limited or, in support of under-represented or disadvantaged individuals and groups.
- Overseeing the formulation of institutional action plans to ensure that equality and diversity policies are effectively translated into programmes of action.
- Advising the relevant Trust decision-making bodies and officers: on strategic policy developments relating to equality and diversity, their integration into the Trust's overall strategic plans and on their implementation; the desirability and priority of actions relating to equality and diversity which have resource implications.
- Encouraging and assisting departments in the effective integration and implementation of Trust equality and diversity policies and procedures.
- Establishing project groups as required to investigate, report on and implement work on specific dimensions of equality and diversity issues.
- Maintaining under review and, where necessary, proposing revision to Trust policies, procedures and plans relating to Equality and Diversity.
- Monitoring and evaluating the implementation and effectiveness of the Trust's equality and diversity policy, procedures and plans.
- Keeping under review all areas of Trust practice in regard to equality and diversity.
- Ensuring Trust equality and diversity policies and procedures are effectively disseminated and promoted.
- Maintaining appropriate consultation and communication routes with all relevant groups in the Trust and with external bodies in pursuance of the terms of reference of the committee.

Review Cycle	Annually	Review Body	Equality, Diversity and Inclusivity Committee
Review Date	July 2021	Status	Statutory
Authorised by	Board of Trustees	Review Date	July 2022