



## Safeguarding Review Group

### Terms of Reference for Brooke Weston Trust (2023/24)

#### 1. Constitution

- 1.1 The Brooke Weston Trust (the “Trust”) is governed by a Board of Directors (the “Directors” or “Trustees”) which is responsible for, and oversees, the management and administration of the Trust and its Academies.
- 1.2 As provided by Articles 100-104 of the Articles of Association, the Directors:
  - i. may appoint separate committees to be known as Local Governing Bodies for each Academy; and
  - ii. may establish any other committee
- 1.3 The Board of Directors of Brooke Weston Trust hereby resolves to establish a committee of the Trust Board to support the Board in fulfilling its statutory duties. This is to be known as the “**Safeguarding Review Group**”.

#### 2. Membership

- 2.1 The Committee shall be comprised of at least four members and a maximum of eight members, including the CEO of the Trust.
- 2.2 The members of the Safeguarding Review Group shall be appointed by the CEO. The CEO will advise the Board of the Review Group’s membership.
- 2.3 There is no restriction on the number of terms a committee member may serve, with renewal subject to the discretion of the Board and CEO. Each term will have a duration of 4 years.
- 2.4 The Review Group shall at the first meeting elect a member to act as the Chair of the Review Group. The Review Group will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.5 The Review Group may invite attendance at meetings from persons who are not 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.
- 2.6 The Review Group will elect a Clerk who will take notes of meetings. Meetings might be recorded to aid the minute taking.

#### 3. Remit and Responsibilities

The Committee shall be responsible for the matters set out below:

##### 3.1 Overall purpose and responsibility

- 3.1.1 To assist the Board of Directors and CEO to discharge their responsibilities under any relevant safeguarding legislation and responsibilities, monitoring and quality assuring the safeguarding practice of individual schools and the Trust as a whole.

##### 3.2 Main Duties

###### 3.2.1 Strategy

- 3.2.2 To be responsible for the review of the safeguarding strategy and action plan of Brooke Weston Trust, through the consideration of priorities and proposals of the CEO and Executive leaders taking the significant risk factors into account.

- 3.2.3 To monitor progress against priorities identified within the safeguarding action plan.

#### Risk management



- 3.2.4 Alongside the Audit and Risk Committee, to regularly review the Trust’s strategic risk register on items relating to safeguarding. To ensure that safeguarding issues are considered and addressed at the appropriate level.
- 3.2.5 To notify promptly the Trust Board of all safeguarding matters of which the Committee has knowledge, and which may materially affect the current or future position or reputation of the Trust.

**Compliance**

- 3.2.6 To review the adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements. Responsible for the review and approval of policies delegated to the Committee by the Board, as set out in the Policy Review Framework.
- 3.2.7 To ensure that appropriate data is collected about safeguarding children activity in a way that supports BWT’s statutory and regulatory roles.

**Procedures**

- 3.2.8 To review the implementation of the Trust’s safeguarding policies, monitoring the effectiveness and impact of the policies and recommend improvements where needed.
- 3.2.9 To provide advice, support and guidance for nominated Safeguarding Link Governors from each schools’ governing bodies.
- 3.2.10 Undertake or arrange for appropriate quality assurance and monitoring to review if safeguarding procedures are being followed consistently across the Trust’s schools. To recommend improvements in BWT’s working practices, systems and procedures to support effective safeguarding practice in schools.
- 3.2.11 To ensure that constructive links have been maintained with relevant stakeholders and external agencies.
- 3.2.12 To ensure that the training programmes (i.e. safer recruitment, safeguarding training, PREVENT, social media) are in place to enable BWT staff and governors to fulfil their duties and responsibilities in relation to safeguarding.
- 3.2.13 Raise the profile and awareness of the importance of safeguarding at all levels of the organisation, promoting proactive communications with key stakeholders to embed this culture.

**3.3 Other matters**

The committee shall:

- Review or investigate any other safeguarding matters referred to the Committee by the Trust Board regarding delivery of the financial or operational strategy or service;
- Draw any significant recommendations and matters of concern to the attention of the Trust Board, and in cases of urgent matters directly to members of the Trust Board;
- Have access to sufficient resources in order to carry out its duties, including access to the MAT’s governance function for advice and assistance as required;
- Be provided with appropriate and timely training, both in the form of an induction programme for new members of the committee and on an ongoing basis for all members of the committee;
- To review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

**4. Proceedings**

- 4.1 **Meeting frequency** – The Review Group will meet as often as is necessary to fulfil its responsibilities but at least three times a year, before the scheduled Board of Directors meetings.
- 4.2 **Notice of meeting** – The Clerk to the Review Group shall give written notice of each meeting and circulate an agenda and any other reports or papers, provided by the Chair and CEO, to be considered at the meeting. This will be circulated at least seven clear days in advance of each meeting.



- 4.3 Any two members may call a meeting by giving written notice to the Clerk, which includes a summary of the business they wish to carry out. It shall be the responsibility of the Clerk to convene a meeting as soon as reasonably practicable.
- 4.4 **Quorum** – A quorum shall consist of four members of the Review Group, plus the CEO. If necessary, meetings might be conducted virtually to ensure quorum.
- 4.5 **Voting** – Every matter to be decided at a meeting of the Review Group must be determined by a majority of the votes of the non-executives members present, plus 1 executive voting on the matter.
- 4.6 Each member present in person shall be entitled to one vote.
- 4.7 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.8 If a member is unable to attend a meeting where a vote is to be made, the member must appoint either the Chair or another member of the Committee as their proxy to vote in their name and on their behalf, confirming if they are voting for or against the proposal.
- 4.9 **Declaration of Interests** – Committee Members are required to complete a declaration of interest form on joining the Board and at the start of each academic year.
- 4.10 Each Committee Member, if present at a meeting of the Committee, must disclose their interest, withdraw from the meeting and not vote on a matter if:
  - there may be a conflict between their interests and the interests of the Trust;
  - there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required; or
 they have a personal interest; e.g. where they and/or a close relative will be directly affected by the decision of the Board in relation to that matter.
- 4.11 **Attendance** – A register of attendance shall be kept for each Committee meeting and published annually on the Trust website.
- 4.12 Any Member or Director of the Board may attend of the Safeguarding Review Group, provided that notice of attendance is provided to the clerk in advance.

## 5. Authority

- 5.1 The Review Group is authorised by the Trust Board to:
  - 5.1.1 obtain appropriate external legal and other professional advice in order to fulfill its responsibility to the Board of Directors
  - 5.1.2 carry on any activity authorised by these terms of reference; and
  - 5.1.3 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 After each meeting the Review Group will (together called the Review Group Reports):
  - produce and agree minutes of its meetings;
  - prepare a summary document identifying (1) decisions made, (2) recommendations to the Trust Board, (3) items for information for the Trust Board and (4) items for further discussion by the Trust Board.
  - the Review Group Reports will be sent to all members of the Trust Board prior to each Board of Directors meeting.
- 6.2 The Review Group shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time. Meeting documentation is made available to the Trust Board through an online information sharing platform.
- 6.3 The Review Group shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.



## Document Control

<b>Date of last review:</b>	October 2023	<b>Author:</b>	Head of Governance
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<b>Approved by:</b>	SRG	<b>Status:</b>	Statutory

### Summary of Main Changes

**Version 4.0:** Reference made to recording of meetings to aid minute taking **(2.7)** and conducting virtual meetings to facilitate quorum **(4.4)** Clarification regarding the terms of service within the committee **(2.3)**