COMPLIANCE COMMITTEE
TERMS OF REFERENCE

1. Constitution

1.1 The Trustees of Maiden Erlegh Trust (the Trust Board) hereby resolve to establish an operational committee of the Trust Board to be known as the Compliance Committee (the Committee) who will report into the Audit and Risk committee.

2. Membership

2.1 The Committee shall be chaired by a Trustee and will consist of the Chief Operations Officer, Head of IT Service, Trust Estates Manager, Head of Data and Insights, Project Manager and school representatives, as well as other key central service department representatives as required.

2.2 The membership of the committee for the 12 months from September 2026 are:

2.2.1 **Chair (Trustee)**
2.2.1.1 Bob Kenwrick

2.2.2 **Chief Operations Officer**
2.2.2.1 Julie Foster

2.2.3 **Head of Data and Insights**
2.2.3.1 Neenisha Noushad

2.2.4 **Trust Estates Manager**
2.2.4.1 Rick Austin

2.2.5 **Head of IT Service**
2.2.5.1 Jo Ricketts

2.2.6 **Trust Project Manager**
2.2.6.1 Annabel Gehlot

2.2.7 **Procurement and Contracts Manager**
2.2.7.1 Lisa Rushton

2.2.8 **School Representatives**
2.2.8.1 Chloe Barrett - BHP and GHP
2.2.8.2 Abigail Kendall – CBC
2.2.8.3 Amelia Marden – MEC
2.2.8.4 Jacqui Henderson – MES
2.2.8.5 Sara Stevens - RIV
2.2.8.6 Jenny Gale – MER
2.2.8.7 Hayley Ward – HAM
2.2.8.8 TBC – OTS
2.2.8.9 Brian Evans - JRS

2.3 The Lead Governance Professional shall act as the Clerk to the Committee.

2.4 Any member of the Trust Board has the right to attend any meeting of the Committee.

2.5 The Committee may invite attendance at meetings from other persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair.

3. Remit and responsibilities of the Committee

3.1 The Committee shall be responsible for the matters set out in the Schedule and will submit meeting minutes termly to the Audit and Risk committee.

3.2 The Committee do not have any voting rights but can advise and make recommendations to the Audit and Risk committee for them to consider.

4. Proceedings at Committee meetings

4.1 The Committee shall meet as often as is necessary to fulfil its responsibilities but shall meet at least three times a year.

4.2 The quorum for the transaction of the business of the Committee shall be a majority of those listed within 2.2 Membership.

4.3 In the event that the Chair (Trustee) cannot attend a meeting, they are permitted to ask another member of the Trust Board to chair the meeting on their behalf.

4.4 In the event that the Chief Operations Officer cannot attend a meeting, they are permitted to ask another Trust Lead to attend on their behalf.

4.5 The Committee will not be granted voting rights as it is an operational committee. If a matter is to be considered for approval this will be presented by the Committee as a proposal and recommendation to the Audit and Risk Committee.

4.6 A register of attendance shall be kept for each Committee meeting and published annually in compliance with the requirements of the Academy Trust Handbook.

5. Authority

5.1 The Committee is authorised by the Trust Board to:

5.1.1 Carry on any activity authorised by these terms of reference; and

5.1.2 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 The Committee will:

6.1.1 ensure all reports to the Committee are made available on the Trust's chosen document storage system before the Committee meeting.

6.1.2 within 14 days of each meeting, produce and agree minutes of its meeting which will be made available on the Trust's chosen document storage system.

6.1.3 at the next Audit and Risk Committee meeting, provide a verbal summary report identifying (i) recommendations to the Committee, (iii) any items for the information of the Committee, (iv) items for further discussion by the Committee.

MAIDEN ERLEGH TRUST

SCHEDULE OF RESPONSIBILITIES OF THE COMPLIANCE COMMITTEE

Strategic Plan Objectives

Statutory Compliance

Scope

Ensuring compliance for Health and Safety, GDPR, Procurement, Statutory Returns, HR/Payroll and Training across areas of the organisation.

Collectively reviewing the key compliance areas delegated by the Audit and Risk Committee and identifying any areas for attention or improvement, actively taking actions back across the Trust.

General

Reviewing or investigating any other matters referred to the Committee by the Audit and Risk Committee.

Review the committee's membership and effectiveness on an annual basis to ensure it has the relevant skills and experience.

Drawing any significant recommendations and matters of concern to the attention of the Audit and Risk Committee.