



Terms of Reference Enterprise Committee

These Terms of Reference for the Enterprise Committee have been approved and adopted by the Bosco Catholic Education Trust.

Approved:	For review:
December 2025	December 2027

1. BOSCO CATHOLIC EDUCATION TRUST MISSION STATEMENT

“Serve the Lord Joyfully”

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

2. GENERAL GOVERNANCE

Decision making and accountability rests with the “Directors”, who are Directors for charity law purposes and company directors registered with Companies House. The Directors are personally responsible for the actions of the Trust and the Academies and are accountable to the Bishop, Members, the Secretary of State for Education and the wider community for the quality of education and the expenditure of public money.

The Board of Directors delegate aspects of governance and the day-to-day oversight of the trust’s work to committees. The Board of Directors sets and approves the terms of reference for each of its constituted committees. The terms of reference of this committee will be reviewed every 2 years by the Board.

3. SUB-COMMITTEE PURPOSE

The Enterprise Committee is one of the Trust Board’s constituted committees.

This committee will report formally to the Board of Directors, making recommendations to the Board for consideration and ratification in relation to all aspects of maximising the use of the resources of the trust and its academies in generating additional funding, resources and opportunities for pupils and students to develop and demonstrate entrepreneurial skills, thereby helping to meet the needs of all pupils, students and staff in the Trust and to meet priorities set by the Board of Directors. The Board of Directors reserves the right to request the Enterprise Committee to focus on specific areas of development when appropriate.

4. CONSTITUTION OF THE SUB-COMMITTEE

MEMBERSHIP

- 4.1 Members of the committee are appointed by the Board of Directors and are serving directors. At least 3 Directors will be members of the committee.
- 4.2 Members of the committee will serve for 4 years.
- 4.3 The Committee Chair will be a serving Director from the Board and will be nominated from amongst the Directors and approved by the Board. The Chair’s tenure will be 4 years.
- 4.4 Executive officers of the Trust including the CEO, Chief Finance Officer, (Head of Fundraising), Director of Primary Education and Director of Secondary Education will attend the committee but with no voting rights.
- 4.5 The Committee may invite other individuals to be members of the committee or to attend specific meetings where their expertise/experience/ perspective will add value to a tabled discussion item.

CONDUCT OF MEETINGS

- 4.6 The committee will meet at least once a term. The Trust Board reserves the right to ask the committee to convene additional meeting(s) if there are substantive matters which are critical or urgent, or where government policy directives will impact on educational provision or business continuity.

- 4.7 The quorum necessary for meetings is 50%+1 of sitting Committee members, of which 2 must be Directors.
- 4.8 On occasions when the Chair is unable to attend a meeting, members of the committee who are Directors, will nominate a Chair from within their number.
- 4.9 The Committee will appoint a Clerk to the committee, providing a secretarial service to record minutes of the proceedings and resolutions of all meetings and to maintain a record of attendance.

MAIN BOARD REPORTING

- 4.10 The Chair will be responsible for liaising with the CEO and the Chair of the Trust Board in respect of the dissemination of information arising from committee decisions.
- 4.11 The Committee may obtain independent professional advice in accordance with any Trust procedures.
- 4.12 The Committee will circulate minutes of their meetings to the Trust Board, one week prior to the main board meeting, including any relevant reports / documents prepared and approved by the Committee.

5. CORE DUTIES

- 5.1 To ensure the distinctive Catholic ethos of the Trust is lived out explicitly in all Trust activities.
- 5.2 To develop a coherent income generation strategy across the Trust, building on existing good practice.
- 5.3 To develop a model "Lettings Hire Policy" to be made available to all schools and the Trust.
- 5.4 To establish a data base of existing practices across the schools and the Trust.
- 5.5 To monitor and evaluate schools and the Trust generating real income which they can use to support their particular needs and sharing the results and the impact of the work.
- 5.6 To proactively identify and provide support and guidance to the schools and the Trust in ways of sourcing independent revenues that can contribute towards essential activities and day to day operations in areas including but not limited to: Lettings, Donations, Grants, Sponsorship, Events/clubs, Crowdfunding, Services and available expertise.
- 5.7 To help identify areas where additional resources would be beneficial and identify ways in sourcing them.
- 5.8 To support schools and the Trust where appropriate in providing opportunities for pupils, students and staff to develop essential skills, attitudes and an entrepreneurial mindset which not only enriches the pupils students and staff's learning but provides a firm foundation for the future.

6. COMMITTEE AUTHORITY

The Committee is authorised by the Trust Board to carry out any activity authorised by these terms of reference; and to seek any appropriate information that it requires from any employee/officer of the Trust to carry out the work delegated to it by the Trust Board, and all officers/employees shall be directed to co-operate with any request made.

7. GENERAL MATTERS

The Committee shall:

- 7.1 Have access to sufficient resources to carry out its duties, including access to the company secretary/Clerk to the Trust Board and the Trust's lawyers for advice and assistance as required.
- 7.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members.
- 7.3 Give due consideration to relevant laws, regulations and any published guidelines or recommendations as pertaining their area of jurisdiction including, but not limited to the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002,

company law, education law, and the Academies Trust Handbook, and any other applicable rules as appropriate.

7.4 Should conduct its business consistent with the 7 Principles of Public Life (Nolan Report).

7.5 Work and liaise as necessary with all other board committees.

BOARD APPROVAL

A record of approval of these Terms of Reference will be maintained via the Trust Board meeting minutes.