



## COMMITTEE INFORMATION SHEET

Chair	Steve Ruffell	Date Appointed	30/09/2025	Length of Office	1-year Review Autumn 26
Vice-chair	Howard Brown	Date Appointed	30/09/2025	Length of Office	1-year Review Autumn 26

Election of Chair and Vice-chair will be made by nominations invited at the first meeting of the academic year.

### **Members**

The meeting quorum shall be no less than three (two where only three members are in post).

Trust Members	Role	Start Date
Mike Foster	Member	1/12/2012
Reverend Jeremy Chadd	Member	22/1/2016
Steve Ruffell	Member	1/9/2017
Charlotte Brown	Member	10/02/2020
Sue Winfield	Member	18/01/2021

### **Trustees**

The meeting quorum shall be no less than three.

Current Committee Membership	Appointed By	Type	Originally Appointed	Start of Office	End of Term of Office
Annette Parr	Members	Trustee	24/01/2019	24/01/2023	24/01/2027
Chris Graham	Members	Trustee	24/01/2019	24/01/2023	24/01/2027
Howard Brown	Members	Trustee	25/03/2014	25/3/2025	25/3/2029
Joanne West	Ex Officio	Staff Trustee	1/4/2013	1/6/2017	Ex-Officio
Steve Ruffell	Members	Trustee	7/11/2013	6/12/2025	6/12/2029
Emma Bolton	Members	Trustee	27/4/2020	27/4/2024	27/4/2028
Paul Harrison	Members	Trustee	16/12/2025	16/12/2025	16/12/2029
Vacant	Members	Trustee			
Vacant	Members	Trustee			

**Trustee Lead Areas of Responsibility**

Person with Responsibility	Area of Responsibility	Trust Contact Person
Steve Ruffell Annette Parr	Academy Data	Claire McDermott – Assessment <a href="mailto:Claire.mcdermott@inspiremultiacademytrust.co.uk">Claire.mcdermott@inspiremultiacademytrust.co.uk</a>
Howard Brown	EYFS	Lesley Cassidy <a href="mailto:Lesley.cassidy@inspiremultiacademytrust.co.uk">Lesley.cassidy@inspiremultiacademytrust.co.uk</a>
Steve Ruffell Chris Graham	Financial Health and Efficiency	Joanne West <a href="mailto:Joanne.west@inspiremultiacademytrust.co.uk">Joanne.west@inspiremultiacademytrust.co.uk</a> Allison McCully <a href="mailto:Allison.mccully@inspiremultiacademytrust.co.uk">Allison.mccully@inspiremultiacademytrust.co.uk</a> Stephen Brownhill <a href="mailto:Stephen.brownhill@inspiremultiacademytrust.co.uk">Stephen.brownhill@inspiremultiacademytrust.co.uk</a>
Emma Bolton	Health and Safety in Education	Allison McCully <a href="mailto:Allison.mccully@inspiremultiacademytrust.co.uk">Allison.mccully@inspiremultiacademytrust.co.uk</a> Simon Allan <a href="mailto:Simon.allan@inspiremultiacademytrust.co.uk">Simon.allan@inspiremultiacademytrust.co.uk</a>
Howard Brown	Human Resources	Stephen Brownhill <a href="mailto:Stephen.brownhill@inspiremultiacademytrust.co.uk">Stephen.brownhill@inspiremultiacademytrust.co.uk</a>
Steve Ruffell Annette Parr	Leadership and Management	Joanne West <a href="mailto:Joanne.west@inspiremultiacademytrust.co.uk">Joanne.west@inspiremultiacademytrust.co.uk</a>
Annette Parr	Safeguarding (including Prevent), SEND	Joanne West <a href="mailto:Joanne.west@inspiremultiacademytrust.co.uk">Joanne.west@inspiremultiacademytrust.co.uk</a>
Howard Brown	Attendance	Lesley Cassidy <a href="mailto:Lesley.cassidy@inspiremultiacademytrust.co.uk">Lesley.cassidy@inspiremultiacademytrust.co.uk</a>
Howard Brown Annette Parr	Teaching and Learning	Leona Kelly – NQT/RQT/Early Career Framework/ITT <a href="mailto:Leona.kelly@inspiremultiacademytrust.co.uk">Leona.kelly@inspiremultiacademytrust.co.uk</a> Steph Johnson – Curriculum <a href="mailto:Steph.johnson@inspiremultiacademytrust.co.uk">Steph.johnson@inspiremultiacademytrust.co.uk</a>
Vacant	IT and Communications	Simon Allan <a href="mailto:Simon.allan@inspiremultiacademytrust.co.uk">Simon.allan@inspiremultiacademytrust.co.uk</a>

**TRAVEL AND SUBSISTENCE ALLOWANCE**

Members and Trustees are eligible to claim expenses incurred in connection with pre-agreed training/conferences. This will include reasonable costs incurred for transport, travel, accommodation and meals. MAT staff will pre-book relevant tickets etc. where possible.

**ESTABLISHED COMMITTEES**

All committees established by the Board of Trustees will discharge their functions in accordance with the Scheme of Delegation.

**FINANCE, STAFFING, AUDIT AND RISK COMMITTEE**

The meeting quorum shall be no less than three. The Chief Executive Headteacher (CEHT), Chief Finance and Operations Officer (CFOO) and any invited staff will not participate as a committee member for the duration of any Audit business, they will carry no voting rights for that part of the meeting. The Chair of trustees is not eligible to act as Chair of audit business.

Current Committee Membership	Role
Chris Graham	Committee Member and Chair
Emma Bolton	Committee Member
Howard Brown	Committee Member
Joanne West	Committee Member <i>(Invitee – Non-Voting during Audit Business)</i>
Steve Ruffell	Committee Member
Allison McCully	Invitee – Non-Voting
Stephen Brownhill	Invitee – Non-Voting

**PERSONNEL (HEARINGS) AND PERFORMANCE MANAGEMENT COMMITTEE**

The meeting quorum shall be no less than three. The committee shall be made up of three members who are not employees of the trust. If the reserve is deployed, the person they are replacing will be available, if required at the appeal stage.

Current Committee Membership	Role
Emma Bolton	Committee Member
Howard Brown	Committee Member
Steve Ruffell	Committee Member and Chair

**PERSONNEL APPEALS COMMITTEE**

The meeting quorum shall be no less than. When considering an appeal, the committee should consist of the same number of persons as first considered the case at the Personnel Committee. Employees will not sit on appeals.

Current Committee Membership	Role
Annette Parr	Committee Member
Chris Graham	Committee Member
Paul Harrison	Committee Member

**PERFORMANCE MANAGEMENT**

Headteachers and other identified leaders within each Academy are responsible for Appraisal of senior leaders, teaching and non-teaching staff. Recommendations should be provided to the Personnel and Performance Management Committee in respect of performance and annual salary reviews.

The CEHT is responsible for Appraisal of Headteachers/Lead Headteachers whilst the Chair of the Trust is responsible for Appraisal of the CEHT, supported by the Independent Advisor. Recommendations are provided to the Personnel and Performance Management Committee in respect of performance and annual salary reviews.

**Chief Executive Headteacher**

Name	Role
Steve Ruffell	Performance Management Officer
Kristina Slater	Independent Advisor

**Farringdon Headteacher**

Name	Role
Joanne West	Performance Management Officer

**New Penshaw Headteacher**

Name	Role
Joanne West	Performance Management Officer

**Plains Farm Headteacher**

Name	Role
Joanne West	Performance Management Officer

**Burnside Headteacher**

Name	Role
Joanne West	Performance Management Officer

**Fatfield Headteacher**

Name	Role
Joanne West	Performance Management Officer

**LOCAL GOVERNING BODIES**

Inspire Multi Academy Trust have established Local Governing Bodies with delegated powers agreed within the Terms of Reference. Please see individual LGB Committee sheets for the breakdown of LGB Committees and Membership which include:

- Local Governing Body
- Challenge Committee
- Complaints Committee
- Link Governance

**APPROVAL AND REVIEW**

The Committee Information Sheet shall be reviewed at least once a year, or as required within a year by the full board (unless delegated to a committee) to ensure membership of committees remains current.

As a minimum, at the first meeting of the new academic year, trustees will have the opportunity to review, edit or alter the committee structure, delegation of powers and membership.

Date Agreed	Review Cycle
Reviewed and Updated 30 <sup>th</sup> September 2025	Annually Each Academic Year/ As Required