



Transforming Lives
EDUCATIONAL TRUST

Link Trustee Terms of Reference

November 2025

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Author:	S. Jardine	
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1 – The TLET Way

Transforming Lives Educational Trust (TLET/The Trust) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike.

OUR AMBITIONS -

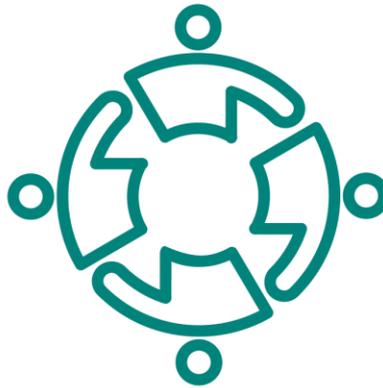
As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.

Through the transformative values of courage, kindness and loyalty, together we:



NURTURE POTENTIAL

We flourish in the places we create together.



INSPIRE COMMUNITY

We champion each other to make a difference.



DELIVER EXCELLENCE

We strive to achieve our best.

2 – Introduction

- 2.1 Transforming Lives Educational Trust advocates and promotes the importance of robust and transparent governance structure.
- 2.2 The Board of Trustees recognises that at times, circumstances may arise where one or more of our family of academies may benefit from ‘Link Trustee’ support for a specified and agreed period of time. The identified need and the period of time for Link Trustee support is made by Trustees as a determined judgement informed by, but not limited to:
- TLET and LGB categorisation of an academy
 - External quality assurance outcomes, including Ofsted
 - Significant changes made, or soon to be made, to the organisation or offer of the school
 - Expertise and experience of the Governors
- 2.3 The LGB to be assigned a Link Trustee shall be notified following the first Trust Board meeting of the new academic year. In-year appointment of Link Trustees is at the Trust Board’s discretion.
- 2.4 LGB where no need for a Link Trustee has been identified still have access to all the Trust and trustees by emailing any of the trustees directly, via the Chair and Vice Chairs meeting or requesting, via the Clerk to Trustees for a trustee to attend an LGB meeting for a specified purpose.

3 – Assigning Link Trustees

Link Trustees:

- shall have been a trustee normally for a minimum of 12 months prior to being assigned as a Link Trustee;
- the Chair of Trustees assigns the Link Trustee on the basis of relevance of skill set;
- may (subject to capacity) be assigned to more than one academy;
- shall be assigned for not less than one school term and a maximum of a full academic year;
- assignment to a specific academy can be renewed for subsequent years, but with a maximum of 3 years total;
- shall not be assigned to an Academy where there is identified conflict of interest.

4 – Role of Link Trustee

Link Trustees:

- support communication between the Trust and the LGB
- ensure that academy risks and issues identified by the LGB as needing Trust awareness or action, are escalated to the Trust Board or sub-committee, and communicating the result of escalation to the LGB
- liaise with the appropriate member(s) of staff and Chair of the LGB
- visit the Academy with the purpose to increase their knowledge of the Academy context and outcomes of students

- provide additional confirmation or clarification, as required, to the LGB reporting to the Trust Board on developments and progress within the Academy
- review progress towards priorities through desktop analysis of LGB minutes, visits to the Academy and attendance at LGB meetings
- support the LGB / Academy compliance with the SoDA

5 – Remit of Link Trustees

Link Trustees:

- to attend a minimum of 2 full LGB meetings in an academic year;
- to champion good governance practice through support and challenge of the LGB decision making processes.
- to encourage LGB to have an informed and proper focus on school improvement plans and pupil outcomes.
- to contact the Chair of the Trust Board and Chair of LGB immediately upon identification of Academy operational and/or financial risk
- **Note** - the Link Trustee does not have voting rights on the LGB and cannot be used to 'break a tie' (that remains the LGB Chair's responsibility).