

COMMITTEE TERMS OF REFERENCE

1 General

- 1.1 There are four standing committees: Finance & Buildings, Pay & Personnel, Policies and Curriculum & Progress (see 2, 3, 4 and 5 below). Committee Chairs are appointed annually at the first Board meeting in the Autumn Term. The Chair of three committees is also appointed as a Vice-Chair of the Academy. Committee Vice-Chairs are appointed annually by each committee. All Governors are entitled to attend and vote at F&B committee. Working groups will be formed as necessary to inform committee discussions and decisions and will include staff and other expert involvement as needed.
- 1.2 In addition there are identified committees which meet as required to undertake hearings and appeals and to consider pupil discipline (see 6 to 8 below).

2 Finance and Buildings

2.1 Rationale

The Trust has established a finance and buildings committee to provide assurance over the suitability of, and compliance with, its financial systems and operational controls, and to ensure that risks are identified and managed. Through robust governance arrangements the Trust seeks to maximise outcomes for pupils through the effective use of resources.

2.2 Key responsibilities

1. Financial Planning and Monitoring

- To monitor the Trust's arrangements to secure value for money
- To ensure compliance with the Funding Agreement and Academies Financial Handbook
- To consider information on financial performance at least three times per year, assessing implications for academy financial viability, drawing any matters of significance or concern to the attention of the Board
- To oversee budget setting and recommend balanced annual budgets for approval by the Board, followed by submission to the Education and Skills Funding Agency (ESFA)
- To monitor the management of property assets
- To approve all bids for capital projects and monitor progress
- To review the Annual Report and Accounts and recommend approval to the Members and Trustees, ensuring they are filed in accordance with the Academies Financial Handbook, Companies Act and Charity Commission requirements

- To ensure sound management of the Trust's cash position, including reconciliation of the bank and control accounts on a regular basis
- To consider and decide on all recommendations involving expenditure from Local Advisory Groups and any other committees
- To consider and recommend policy for income generation to the Board
- To develop and monitor fundraising performance
- To determine broad policy in relation to financial dealings with the ESFA
- To recommend policy, as necessary, to the Trustees.
- To consider and recommend broad policy in relation to financial management (buildings and estate management), contracts and insurances to the Board
- To ensure investment risks are properly managed, derive value for money and that security takes precedence over revenue maximisation

2. Effectiveness of Financial Control

- To review the effectiveness of financial and other internal systems of control
- To ensure significant losses are investigated and reported as appropriate, including notification to the ESFA, where applicable
- To oversee the Trust's policy on fraud and irregularity
- To ensure capture of all business and pecuniary interests of members, trustees, governors and senior employees

3. Health and Safety

- To ensure compliance with legislation and best practice in the management of health and safety
- To ensure adequate resources are available to meet health and safety requirements
- To ensure significant risks are adequately controlled
- To appoint a link governor for health and safety and make sure that monitoring procedures are in place

4. Risk Management

- To explore and monitor risks to which the Trust is exposed via a regularly updated Risk Register
- Ensure the Trust has adequate insurance cover in place to comply with its legal obligations, and consider the value for money of the DfE's Risk Protection Arrangement (RPA)

- Ensure the Trust has adequate contingency and business continuity plans in place

5. Audit Arrangements

- To advise the Board on the appointment and remuneration of external auditors and the scope of their work
- To manage a programme of risk review and checking of financial systems of internal control via a supplemental programme of work by the external auditor
- To receive timely internal audit reports from the auditor providing an opinion on the degree of assurance that can be placed on the systems of internal control
- To consider and advise the Board on external audit reports and management letters
- To consider each academy's financial statements as appropriate
- To receive and review relevant reports relating to audit such as those prepared by the National Audit Office

2.3 Membership (The quorum is a minimum of 3 of the voting membership)

- Accounting Officer/ Headteacher
- Three Trustees
- Chief Finance Officer

3 Pay and Personnel

- 3.1 The Committee may make decisions on behalf of the Board within its responsibilities (see below). All decisions must be reported to the Board.
- 3.2 Membership: a minimum of 5 Governors, including the Chair or Vice-Chair of the governing body, the Headteacher and, where practicable, at least one representative from each category of Governor. The Committee can co-opt additional, non-voting members.
- 3.3 Quorum: 3 voting members. When the Headteacher's pay is under consideration the appointed Governors for Performance Management will be present.
- 3.4 Meetings: at least once each term.
- 3.5 Powers and Responsibilities:
- a Delegated decision making powers on staffing, pay and personnel matters.
 - b Responsibility for equal opportunities, disciplinary, capability, grievance and complaints procedures and appeals.

- c Monitoring and reviewing staff conditions of service, pay and performance, contracts of employment and re-structuring.
 - d Monitoring and evaluating the management structure of the school.
 - e Monitoring and reviewing policy on performance management; monitoring the Headteacher's performance management of staff; overseeing, monitoring, reviewing and setting the Headteacher's objectives and pay, in collaboration with the School Improvement Partner.
 - f Monitoring and reviewing whole staff development policy and practice.
- 3.6 Accountability: to circulate minutes to all Governors and report to the governing body at least once a term about its decisions and activities.
- 3.7 Review Period: membership and responsibilities will be reviewed annually.

4 Policies Committee

- 4.1 The Committee may make decisions on behalf of the Board within its responsibilities (see below). All decisions must be reported to the Board.
- 4.2 Membership: a minimum of 6 Governors, including the Chair or Vice-Chair of the governing body, the Headteacher and, where practicable, at least one representative from each category of Governor other than staff governors. The Committee can co-opt additional, non-voting members.
- 4.3 Quorum: 3 voting members.
- 4.4 Meetings: at least once each term.
- 4.5 Powers and Responsibilities:
- a To ensure that the Academy Trust has in place policies that it is required to have by law and to keep them up to date by reviewing them as required for each policy
 - b To advise on additional policies that will enable the Academy Trust to operate effectively and efficiently
 - c To have delegated authority to approve policies on behalf of the Board
 - d To ensure appropriate access to policies, including via the School website
- 4.6 Accountability: to report to the Board at least once a term about its decisions and activities.
- 4.7 Review Period: membership and responsibilities will be reviewed annually.

5 Curriculum and Progress

- 5.3 The Committee may make decisions on behalf of the Board within its responsibilities (see below). All decisions must be reported to the Board.
- 5.4 Membership: a minimum of 5 Governors, including the Chair or Vice-Chair of the governing body, the Headteacher and, where practicable, at least one representative from each category of Governor. The Committee can co-opt

additional, non-voting members.

5.5 Quorum: 3 voting members.

5.6 Meetings: at least once each term.

5.7 Powers and Responsibilities:

- a. To have an overall responsibility for the whole curriculum but will focus on core curriculum areas plus curriculum areas which are currently a priority for improvement or review in the current School Improvement Plan.
- b. To work with the Headteacher at termly meetings to analyse current data and the school's projected improvement in the next year's data.
- c. To support, challenge, monitor and evaluate the school's progress.
- d. To talk to the Headteacher & teachers about curriculum issues in the school.
- e. To support the schools in informing parents & involving them in their children's learning.
- f. To assist with the interpretation of the school's attainment, pupil progress and attendance data.
- g. Compare the school's performance data with national data and data for similar schools.
- h. Challenge, if necessary, the data analysis of the Headteacher at termly meetings.

5.8 Individual members of the committee to be involved in learning walks, book scrutinies, standards meetings.

5.9 This committee will help to provide assurance to the Governing Body

5.10 Accountability: to report to the Board at least once a term about its decisions and activities.

5.11 Review Period: membership and responsibilities will be reviewed annually.

6 Hearings Committee

6.1 Membership: not less than 3 members from the governing body.

6.2 Disqualification: the Headteacher and the Chair of the governing body (if the latter has prior knowledge of the matter).

6.3 Quorum: 3 voting members.

6.4 Meetings: only when required.

6.5 Responsibilities:

- a To make any determination to dismiss any member of staff.
- b To make any decisions under the Academy Trust's personnel procedures, e.g. disciplinary, grievance, capability (where the Headteacher is the subject of the action).

- c To make any decisions relating to any member of staff, other than the Headteacher, under the Academy Trust's personnel procedures.
- d To make any determination or decision under the Academy Trust's General Complaints Procedure for Parents and Others.
- e To make any determination or decision under the Academy Trust's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Academy Trust's charging policy.

7 Appeals Committee

- 7.1 Membership: not less than 3 members from the governing body, but must be the same size as the Hearings Committee.
- 7.2 Disqualification: the Headteacher, the Chair of the governing body (if the latter has prior knowledge of the matter) and the members of the Hearings Committee.
- 7.3 Quorum: 3 voting members.
- 7.4 Meetings: only when required.
- 7.5 Responsibilities:
 - a To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee.
 - b To consider any appeal against a decision short of dismissal under the Academy Trust's personnel procedures, e.g. disciplinary, grievance, capability.
 - c To consider any appeal against selection for redundancy.

8 Pupil Discipline Committee

- 8.1 Membership: not less than 3 members from the governing body.
- 8.2 Disqualification: the Headteacher, the Chair of the governing body (if the latter has prior knowledge of the matter), members of staff and any governor with prior knowledge of the pupil or incident.
- 8.3 Meetings: only when required.
- 8.4 Responsibilities:
 - a To consider representations from parents in the case of exclusions of 5 days or less (*committee cannot reinstate*).
 - b To consider representations from parents in the case of exclusions totalling more than 5, but not more than 15 school days in one term (*meetings to be held between the 6th and 50th school days after receiving notice of the exclusion*).
 - c To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between the 6th and 15th school days after receiving notice of the exclusion*).

- d To ensure that the guidance contained in the “Improving Attendance and Behaviour” document is practised in the school, with specific reference to the role assigned to the governing body.
- e To review the School Behaviour and Discipline Policy and make recommendations on changes to the governing body or relevant committee.

Board approval given at meeting on 18.09.2019, Minute number 08/19.