

## COMMITTEE TERMS OF REFERENCE, 2021-2022

### 1 General

- 1.1 There are five standing committees: Finance, Buildings & Personnel; Audit; Pay & Appraisal; Health and Safety and Curriculum & Progress. Committee Chairs are appointed annually at the first Board meeting in the Autumn Term. The Chairs of the committees may also be appointed as Vice-Chair(s) of the Academy Board, as is appropriate and suits individuals. Irrespective of this - a Vice-Chair of the Board has to be appointed at the first Board meeting in the autumn term. Working groups will be formed as necessary to advise/inform committee discussions and decisions and will include the involvement of staff and other experts as needed.
- 1.2 In addition to the five Committees, other committees (or Working groups) will be formed as required to undertake hearings and appeals, and to consider pupil discipline (see 7 to 9 below).
- 1.3 Declaration of Interests  
Where there is a conflict between the interests of any Governor and the interest of the Board, that person must declare their interest. During the Committee item, the Chair may ask that governor to withdraw from the meeting.

### 2 Finance, Buildings & Personnel

#### 2.1 Rationale

The trust has established a Finance, Buildings, Personnel Committee and an Audit & Risk Committee, to provide assurance over the suitability of, and competence, with its financial and non-financial systems, operational controls and personnel 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 Membership

A minimum of 3 Governors not employed by school, and the Headteacher (Accounting officer), all have voting rights. The Chair of Governors may be the Chair for the Finance, Buildings and Personnel part of the meeting.

In attendance: The Chief Finance Officer.

Quorum is 5.

The committee at their discretion may invite other parties to attend a committee meeting to offer guidance and advice when required.

#### 2.3 Remit:

##### a. Financial Planning and Management

1. To monitor the Trusts arrangements to secure value for money
2. To ensure compliance with the Funding Agreement and Academies Financial Handbook

3. 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
4. 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 include termly challenge/review of pupil number estimates
5. To maintain a fixed asset register and monitor the management of property assets
6. To approve all bids for capital projects and monitor progress
7. 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
8. To ensure sound management of the Trust's cash position, including reconciliation of the bank and control accounts on a regular basis
9. To consider and decide on all recommendations involving expenditure from Local Advisory Groups and any other committees
10. To develop and monitor fundraising performance
11. To ensure investment risks are properly managed, derive value for money and that security takes precedence over revenue maximisation
12. Management accounts to be uploaded to the cloud with regularly to ensure that the board are kept abreast of financial matters.
13. 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)
14. Ensure the Trust has adequate contingency and business continuity plans in place
15. To ensure significant losses are investigated and reported as appropriate, including notification to the ESFA, where applicable
16. To ensure the register of all business and pecuniary interests of members, trustees, governors and senior employees is kept up to date

**b. Policy Development**

1. To consider and recommend policy for income generation to the Board
2. To determine broad policy in relation to financial dealings with the ESFA
3. To consider and recommend broad policy in relation to financial management (buildings and estate management), contracts and insurances to the Board
4. To consider and recommend broad policy in relation to financial management (buildings and estate management), contracts and insurances to the Board
5. To oversee the Trust's policy on fraud and irregularity
6. To recommend any other policy relating to financial management/implications, as necessary, to the Trustees.

### **c. Personnel**

1. Delegated decision-making powers on staffing and personnel matters excluding pay
2. Responsibility for equal opportunities, disciplinary, capability, grievance and complaints procedures.
3. Monitoring and evaluating the management structure of the school.
4. Monitoring and reviewing staff conditions of service, contracts of employment and re-structuring.
5. To review the Staff Absence Report

### **3. Audit and Risk Management Committee**

#### **3.1 Remit:**

1. To direct the trust's programme of internal scrutiny
2. To ensure that risks are being addressed appropriately through internal scrutiny
3. To report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.

#### **3.2 Membership:**

1. A minimum of three governors not employed by the school - with voting rights
2. The Chair for the audit & risk items will not be the Chair of Governors
3. The Accounting officer and Chief financial officer to attend - to provide information and participate in discussions
4. Quorate will be three voting governor members who are not employed by the school - to not include the Chair of Governors or FBP Committee Chair.

#### **3.3 Activity at meetings:**

1. To agree a programme of work annually to deliver internal scrutiny that provides coverage across the year
2. To review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year
3. To agree who will perform the internal scrutiny work
4. To consider reports at each meeting from those carrying out the programme of work
5. To consider progress in addressing recommendations
6. To consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations, and the National Audit Office
7. To have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality

8. To advise the Board on the appointment and remuneration of external auditors and the scope of their work

3.4 Accountability: to circulate minutes to all Governors and report to the governing body at least once a term about its decisions and activities

#### **4. Pay & Appraisal Committee**

4.1 The Committee has delegated powers from the Board to make decisions on performance-related pay awards as recommended through the appraisal process. All decisions must be reported to the Board with due respect for anonymity.

4.2 Membership: a minimum of 3 Governors, to include the Vice-Chair of the Governing Body and Chair of the Curriculum and Progress Committee. The Chair of Governors will also be included as a Committee member for the HT's performance process.

Quorum: 3 voting members.

In attendance:

- The Headteacher.
- External Advisor - re Headteacher's Appraisal

4.3 Meetings: as required during the academic year.

4.4 Powers and Responsibilities

1. Delegated decision-making powers on staff pay in line with school appraisal and other appropriate timetables and awards
2. To conduct the performance management process, including and staff development review for all individuals across the school (including the Headteacher), in relation to the current School Improvement Plan and the school performance management policy.
3. To input into the Headteacher Performance and Appraisal process to set and review the Headteacher's objectives and pay.

4.5 Accountability: to circulate minutes to all Governors and report to the governing body as necessary. Reports will be mindful of the confidential nature of the appraisal process.

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

#### **5. Curriculum and Progress Committee**

5.1 The Committee may make decisions on behalf of the Board within its responsibilities (see below). All decisions must be reported to the Board.

5.2 Membership: a minimum of 4 Governors, including the Chair or Vice-Chair of the governing body and the Headteacher. The Committee can co-opt additional, non-voting members.

5.3 Quorum: 6 voting members (i.e. number of governors employed by school equals those not employed by school - as a minimum)

5.4 Meetings: at least once each term.

5.5 Powers and Responsibilities:

1. 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.
  2. To work with the Headteacher at termly meetings to analyse current data and the school's projected improvement in the next year's data.
  3. To support, challenge, monitor and evaluate the school's progress.
  4. To talk to the Headteacher & teachers about curriculum issues in the school.
  5. To assist with the interpretation of the school's attainment, pupil progress and attendance data.
  6. Compare the school's performance data with national data and data for similar schools.
  7. Challenge, if necessary, the data analysis of the Headteacher at termly meetings.
  8. Individual members of the committee to be involved in learning walks and book scrutiny and standards meetings.
  9. This committee will help to provide assurance to the Governing Board of the quality and breadth of the curriculum offered across the school.
  10. This committee will review all policies relating to the curriculum and teaching and learning, as designated in the current School's policy review programme.
- 5.6 Accountability: to report to the Board at least once a term about its decisions, activities and outcomes.
- 5.7 Review Period: membership and responsibilities will be reviewed annually.

## **6. Health & Safety Committee Health and Safety**

### 6.1 Objectives

- Prepare and review Health and Safety Policy to ensure compliance with legislation and best practice in the management of health and safety
- Ensure that all Statutory requirements are adhered to
- Study accident report and statistics
- Examine safety inspection reports
- Develop safe systems for staff and students
- Determine risk assessments and ensure significant risks are adequately controlled
- Promote and review safety culture and ensure adequate resources are available to meet health and safety requirements
- Identify training requirements
- Communicate health and safety issues to all concerned

### 6.2 Scope

The Governing body shall review annually at its first meeting of the school year the Terms of Reference and membership of the Committee

### 6.3 Membership

The committee shall consist of a minimum of 5, comprising of 3 governors, the

Headteacher and Site Manager.

Other members of the governing body, and individuals invited to attend for a specific contribution/sharing knowledge or expertise, may attend meetings of the Committee and may contribute to discussions or matters under consideration, but they may not vote.

6.4 Quorate and voting rights: The quorum of the Committee shall be at least 3 members of the Committee and include the Headteacher and 2 governors. Only full members of the Committee as approved by the governing body, shall have the right to vote on any resolution placed before the committee

#### 6.5 Meetings

The committee shall meet at least termly or more frequently as may be required from time to time. Members of the Committee are entitled to seven days notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) needs urgent attention

#### 6.6 Committee Clerk

The Committee will appoint a Clerk from its members, this may not be the Headteacher or Chair

#### 6.7 Standing Orders

Committee meetings must have an agenda and decisions taken and points for action will be recorded in a minute format. Such minutes must be signed off by the Chair of the Committee as an accurate record of proceedings once minutes have been agreed by members, Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing body

#### 6.8 Responsibilities

The committee will have delegated powers from the governing body to:

1. Advise the governing body on its Statutory obligations
2. Implement and Review the Health and Safety Policy
3. The Headteacher and Site Manager are responsible for the day-to-day management of the school's Health and Safety matters
4. Items of repair, planned maintenance and expenditure will be reported to the Finance committee
5. The Site Manager will on a daily basis to monitor the H&S of the school by walking round the site both internally and externally and noting any issues which require either immediate or longer term action. Any issue which requires immediate action must be reported to the Headteacher with a summary of action taken. The Headteacher or Site Manager will take any longer term issues to the Health and Safety Committee
6. The Site Manager will be responsible for the COSHH (control of Substances hazardous to Health) register for the school, ensuring that all substances have the correct and most up-to-date information available for those persons using the substance
7. The Site Manager will be responsible for conducting a weekly fire alarm test

and emergency lighting test and recording them in the appropriate document

8. The Site Manager and at least one other member of the Committee will undertake a termly inspection of the entire building and site to identify any issues and report these into the subsequent Committee meeting
9. On a termly basis there will be a full fire alarm drill and any concerns, observations reported to the Committee
10. On a termly basis there is to be an "internal Lock Down" drill and any concerns reported to the Committee
11. First Aid boxes are to be maintained in the Office, SSC, Food Tech, Science and DT. Consumables should be replaced when used but half termly a member of the administrative team will undertake an audit of all boxes to ensure they are fully stocked.
12. Programme of all Risk Assessments to be implemented and reviewed.

## **7. Hearings Committee**

- 7.1 Membership: not less than 3 members from the governing body.
- 7.2 Disqualification: the Headteacher, the Chair of the governing body and/or any governor who has prior knowledge of the matter to be discussed or related pecuniary/business interests.
- 7.3 Quorum: 3 voting members.
- 7.4 Meetings: only when required.
- 7.5 Responsibilities:
  1. To make any determination to dismiss any member of staff.
  2. 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).
  3. To make any decisions relating to any member of staff, other than the Headteacher, under the Academy Trust's personnel procedures.
  4. To make any determination or decision under the Academy Trust's General Complaints Procedure for Parents and Others.
  5. 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.

## **8 Appeals Committee**

- 8.1 Membership: not less than 3 members from the governing body but must be the same size as the Hearings Committee.
- 8.2 Disqualification: the Headteacher, the Chair of the governing body and any governor with prior knowledge of the matter to be discussed - includes members of the Hearings

Committee.

8.3 Quorum: 3 voting members.

8.4 Meetings: only when required.

8.5 Responsibilities:

1. To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee.
2. To consider any appeal against a decision short of dismissal under the Academy Trust's personnel procedures, e.g. disciplinary, grievance, capability.
3. To consider any appeal against selection for redundancy.

## **9 Pupil Discipline Committee**

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

9.2 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.

9.3 Meetings: only when required.

9.4 Responsibilities:

1. To consider representations from parents in the case of exclusions of 5 days or less (*committee cannot reinstate*).
2. 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 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*).
3. 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 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*).
4. 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.
5. 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 21.09.2021***