

Terms of Reference for Trust Board and Committees

Trustees (also known as Directors) have three key strategic responsibilities:

- a. Setting the vision, ethos and direction (i.e. the strategy) of the Trust;
- b. Holding the Executive Team to account as they deliver the strategy; and
- c. Overseeing the financial performance of the organisation and making sure its money is well spent.

In addition to these, Trustees are responsible for:

- a. Compliance with all statutory regulations and Acts of Parliament governing the operation of the academies within the Academy Trust;
- b. Compliance with the provisions of the Funding Agreement with the Secretary of State for Education;
- c. Compliance with the Academies Financial Handbook; and
- d. Setting the risk management strategy, reviewing the strategic risk profile and decision-making processes and reviewing the effectiveness of the risk management arrangements.

Trust Board

The Trust Board may have up to eleven Trustees:

- 8 appointed by the Members (one current vacancy),
- two elected by parents of pupils on the roll of the school; and
- the Principal of the school if s/he chooses to be a Trustee.

Collectively the Trustees provide leadership, support and challenge across the six areas of effective governance as identified by the DfE:

- **Strategic leadership** that sets and champions vision, ethos and strategy.
- **Accountability** that drives up educational standards and financial performance.
- **People** with the right skills, experience, qualities and capacity.
- **Structures** that reinforce clearly defined roles and responsibilities.
- **Compliance** with statutory and contractual requirements.
- **Evaluation** to monitor and improve the quality and impact of governance.

(DfE: Governance Handbook, January 2017, pg9)

The trustees will adopt a code of conduct which will be based on the NGA model and include the Nolan principles.

Proceedings of the Trust Board:

- a. The Chair and shall be elected by the Trustees from amongst the Trustees;
- b. If the Principal chooses to be a Trustee s/he may not serve as the Chair or Vice Chair;
- c. The Trustees shall appoint a clerk to the Trust Board; and
- d. A Trustee's term of office is 4 years. Trustees may be re-elected.

Meetings of Trust Board

- a. The Trust Board shall meet not less than three times per year but may meet more frequently if required;
- b. The quorum for a meeting of the Trust Board shall be 50% of the Trustees eligible to vote at the time;
- c. The clerk to Trustees shall circulate a draft agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting;
- d. Only Trustees may take decisions. Where necessary, the Chair will have a second or casting vote;
- e. In the event that an urgent decision has to be taken between meetings the Chair shall have delegated authority to make any such decisions following consultation with the joint Principal. The decisions taken and reasons for the urgency shall be explained and ratified at the next meeting of the Trust Board.

Committees and Scheme of Delegation:

- a. In order to discharge their roles and responsibilities effectively the Trustees have established four sub-committees (a Standards Committee, a Finance and Resources Committee, Remuneration Committee and a Pupil Welfare and Community Engagement Committee).
- b. A Scheme of Delegation outlines which responsibilities the Members and Trust Board retain and which are delegated to the Trust-wide committees.
- c. The structure, membership and terms of reference of each of the Trust-wide committees along with the Scheme of Delegation is reviewed annually to ensure they remain fit for purpose and reflect the priorities of the Trust.

Trust Committees

The Finance and Resources Committee

The Finance Committee will ensure the Trust remains compliant with the Academies Financial Handbook, the Funding Agreement and other contractual and statutory duties. It will also ensure procedures relating to the financial operation of the Trust are in place and adhered to.

- To scrutinise the school's annual budget plan for recommendation to the Trust Board;
- To receive regular monitoring reports of income and expenditure against budget and consider variances, providing necessary approvals in line with the school's scheme of financial delegation;
- To consider and recommend capital spend and monitor the progress of capital projects;
- To review HR policies and recommend them to the Trust Board;
- To recommend and review the effectiveness and value for money of business systems used by the Trust;
- To have oversight of procurement processes within the school to ensure they are compliant with agreed policy;
- To oversee the effective operation and maintenance of the school's premises, making recommendations to the Trust Board as necessary and ensuring compliance with all premises related contractual and legislative requirements.

The Finance and Resources Committee will also meet as an Audit and Risk Committee. In order to comply with The ESFA's Academies Financial Handbook, when the committee meets as the Audit and Risk Committee its membership will be restricted to the three Trustees of the Finance and Resources Committee (excluding the Chair of Trustees). All other members of the committee may attend the committee in order to provide support and professional advice but they must not act in the capacity of a decision maker.

The purpose and remit of the Audit and Risk Committee is:

- To oversee the production of and review the Trust's internal and external financial statements, audits and reports to ensure that they reflect best practice, the ESFA Academies Financial Handbook and other relevant regulations;
- To recommend to the Trust Board adoption of the Trust's Annual Report;

The Standards Committee

The main function of the Standards Committee is to hold the school to account for the progress and achievement of all its pupils and students and to ensure monies received for disadvantaged students have a positive impact on their outcomes.

Specifically it will:

- Provide advice, support and guidance to the Principal and the Trust Board on all matters relating to the school's curriculum and the quality of teaching and learning;
 - Receive and scrutinise the outcome of the school's self-evaluation processes and the annual School Improvement Plan for recommendation to the Trust Board;
 - Ensure that the curriculum meets all statutory and contractual requirements;
 - Monitor the impact of curriculum planning and policies on pupil progress with particular reference to individual groups, such as Pupil Premium Pupils, LAC, children with EAL etc.;
 - Receive, scrutinise and recommend for adoption all curriculum and assessment related policies required by legislation;
 - Monitor and review the school's curriculum and assessment provision and make recommendations for changes/improvement where necessary;
 - Ensure equality of opportunity for all students within the school's curriculum provision;
 - Agree the school's performance targets and monitor and review progress towards them;
 - Make recommendations to the Trust Board relating to the school's session times and term dates.
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- Monitor, review and ensure the school is compliant with all legal requirements in relation to the delivery of RE, collective worship and sex education;
 - Ensure that National Curriculum assessment and examination processes are undertaken in line with requirements and results are reported annually to parents.

The Pupil Wellbeing and Engagement Committee

The main function of the Pupil Wellbeing and Engagement Committee is to oversee all policies and processes that promote positive behaviour and ensure the safety and welfare of pupils. It also has responsibility for external communication with parents and other stakeholders and ensuring pupil voice is used to best effect within the school. Specifically it will:

- To ensure the school operates effective strategies that promote positive behaviour and actively reduce incidents of poor behaviour;
- To ensure the school is operating procedures that ensure pupil behaviour is managed in ways that avoid external exclusion;
- To ensure the school provides a supportive environment for all learners through care, guidance and support, and which supports healthy lifestyles;
- To approve and review H&S policies and the implementation and effectiveness of their operation in the school;
- To ensure the school is fulfilling its responsibilities regarding Child Protection and current requirements on safeguarding through receiving regular reports and information;
- To ensure policies are in place keep pupils safe in the school community;
- To ensure that the school has good mechanisms in place to promote good attendance and to review attendance data across all year groups;
- To ensure the school operates effective anti-radicalisation policies;
- Monitor school internal exclusions and racist incidents;
- To review policies and risk assessments related to Pupil Wellbeing; and
- To oversee policies and procedures that ensure effective communication with parents and stakeholders.

The Remuneration Committee

The main function of the Remuneration Committee is to ensure there are appropriate, robust and supportive processes in place to support the performance management process of the principal and staff across the organisation. The committee will undertake the following functions:

- An appraisal of the principal's performance over the last academic year,
- Set the principal's objectives for the current academic year

- Identify professional and personal development opportunities for the principal in support of the whole school development;
- Make an annual pay determination for the principal.
- Ensure the performance management processes for all staff across the school are operating in-line with the Trust's policy
- Receive, scrutinise and approve the principal's recommendations in relation to annual pay determinations for school staff

It will meet to undertake these activities at the start of each academic year.

It will also hold a mid-year review in order to monitor progress towards achievement of the principal's objectives, where necessary, amending them to reflect changing circumstances.