



COMMITTEES OF THE ST CUTHBERT'S TRUST BOARD – MEMBERSHIPS AND TERMS OF REFERENCE

For 2021 Autumn term – all Directors to be invited to all committees except where there is prospect for appeal

All terms of reference should be read in conjunction with the Scheme of Delegation and relevant policies/procedures. Where there is any conflict between these, the CEO may determine which takes precedence (taking account of any relevant statutory requirements) and will then ensure the conflict is addressed at the next Board meeting.

ADMISSIONS COMMITTEE

Quorum 3

Membership

Mr Cuthill
Mrs Ward

Reserve: Reverend Massie
Clerk: Mrs Killen
Committee chair: to be elected at each meeting.

Meetings to be held during the school day and convened as required

Terms of Reference

To consider applications for admission to all schools across the Trust, in accordance with the admissions policy adopted by the Trust Board.
Approval of the admissions policy

APPEALS PANEL

Quorum: 3

Membership

Not less than three eligible Directors

Clerk: Mary Gibson, IPC Services
Chair: to be elected at each meeting

Meetings to be held during the school day and convened as required

Terms of Reference

To consider and decide on any appeals against the decisions of Committees of the Board or the CEO

FINANCE, AUDIT AND CAPITAL ASSETS COMMITTEE

Quorum: 3

Membership

Mr Fearnley (chair)

Mr Davidson

~~Mr Davison~~

Ms Dex

Mrs Dyas

Mr Gallagher

Clerk: Mary Gibson, IPC Services

Chair: to be elected by the Board at the first meeting of the academic year

Meetings to be held after school each half term

Terms of Reference

CAPITAL AND ASSETS

- To monitor the use of the Trust's capital funding, with due reference to the agreed selection criteria.
- To maintain oversight of premises issues, including capital investment, facilities management and community use.
- To ensure the implementation of a rolling programme of repairs and maintenance across all sites, based on identified priorities.
- To make the best use of the Trust's capital assets.
- To insure the buildings.
- To prepare and keep under review the health and safety policy.
- To monitor and evaluate the implementation of the health and safety policy and intervene where necessary.
- To ensure compliance with health and safety legislation and best practice, including monitoring accidents and near misses.
- To monitor Trust-wide ICT provision.

FINANCE

- To ensure the financial sustainability of the Trust.
- To consider indicative funding, notified annually by the EFA, and to assess its implications, drawing any matters of significance or concern to the attention of the Board of Trustees.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, the financial regulations of the EFA and the Academies Financial Handbook, drawing any matters of concern to the attention of the Board of Trustees.
- To report to the ESFA as required.
- To prepare the financial statement to form part of the annual report of the Board of Trustees, for presentation to members and filing in accordance with Companies Act and Charity Commission requirements.
- To recommend a formal budget plan for each financial year, for approval by the Board of Trustees.
- To receive and make recommendations on broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To monitor school level budget planning and expenditure.
- To ensure funding received is used in accordance with guidance received.
- To report financial irregularities to Members.
- To agree contracts or other binding agreements, in accordance with adopted policies and procedures and in line with delegated levels of expenditure: **Trust Board £##;** **Committee £##;** **CEO £##.** *Refer to finance handbook

- To make payments in accordance with adopted policies and procedures and in line with delegated levels of expenditure: **Trust Board £##;** **Committee £##;** **CEO £##.** *Refer to finance handbook
- To liaise with and receive reports from committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- To approve/recommend for approval policies and procedures relating to financial management.
- To approve the scheme for paying Directors' expenses.

AUDIT

- To advise the Board on the adequacy of internal controls and value for money systems.
- To review financial statements and reports and highlight any significant issues to the Board of Trustees.
- To monitor and review the effectiveness of financial procedures, controls and internal audit and, where appropriate, make recommendations for improvement. To review risks to internal financial control and agree actions to address those risks.
- To recommend to the Board the appointment of the external auditors.
- To recommend to the Board the programme of independent checks on financial controls and systems.
- To receive auditors' reports and to recommend to the Board action as appropriate in response to audit findings.
- To ensure all relevant reports and management letters are responded to effectively and in a timely manner.
- To keep under review the whistleblowing policy and ensure allegations of fraud or irregularity are investigated.
- Ensure a register of business interests is maintained.
- To ensure the Trust meets the requirements of Data Protection and Freedom of Information legislation.

HUMAN RESOURCES COMMITTEE

Quorum 3

Membership

Mr Cuthill
 Ms Dex
 Mrs Dyas
 Reverend Massie
 Mrs Ward

Clerk: Mary Gibson, IPC Services

Chair: to be elected by the Board at the first meeting of the academic year

Meetings to be held during the school day termly

Terms of Reference

- To oversee payroll and pensions provision.
- To determine and monitor the implementation of recruitment and retention processes, including DBS and other employment checks.
- To determine dismissal payments and agree early retirements in line with the Academies Financial Handbook.
- To agree general employment terms and conditions (not an individual's pay/package) in line with adopted policies.
- To dismiss / suspend CEO/COO.
- End suspension of CEO/COO.

- To ensure the effective management of sickness absence, including the provision of effective occupational health services.
 - To establish the Trust-wide code of conduct for staff.
 - To co-ordinate director training and development.
 - To make decisions in relation to staff pay, in accordance with the agreed Pay Policy.
 - To implement the appraisal and capability process in relation to the CEO.
 - To review and recommend for approval statutory, mandatory and ad-hoc policies in relation to all aspects of school life except those relating to financial management (considered by FCA Committee).
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PUPIL / STUDENT EXCLUSION COMMITTEE

Quorum: 3

Membership

Clerk: Mary Gibson, IPC Services

Chair: to be elected at each meeting

Meetings to be held during the school day and convened as required

Terms of Reference

To consider permanent exclusions and fixed period exclusions exceeding 15 school days per term.
To direct reinstatement of a pupil/student.

CURRICULUM, TEACHING AND LEARNING COMMITTEE

Quorum: 3

Membership

Mr Davidson

~~Mr Duffy~~

Mrs Dyas

Mr Gallagher

Reverend Massie

Mr Sargeant

Mrs Ward

All Directors to be invited

Clerk: Mary Gibson, IPC Services

Chair: to be appointed by the Board at the first meeting of the academic year

Meetings to be held during the school day each half term

Terms of Reference

- To ensure statutory requirements are met.
- To approve the curriculum.
- To evaluate the impact of the curriculum.

- Ensure provision for sex and relationships education.
- To closely monitor and evaluate standards and achievement, including quality of teaching.
- To approve challenging school-level progress targets.
- To evaluate Trust-wide standards and progress for all cohort groups.
- To establish and keep under review academy behaviour policy for pupils.
- To monitor the impact of the academy behaviour policy for pupils.
- To approve times of the school day and term dates.
- To consult annually before agreeing admissions policy.
- To deal with complaints against the Trust in accordance with the agreed policy.
- To consider the Trust's obligations in relation to all aspects of safeguarding, including child protection, safer recruitment and e-safety.
- To make recommendations in relation to safeguarding practice/ provision.
- To evaluate the impact of the improvement plan and overall school performance, including standards and achievement.
- To oversee the management of and evaluate the effectiveness of the Teaching School and Health Academy.
- Monitor chaplaincy provision throughout all trust schools.

STRATEGIC COMMITTEE

Quorum 3

Membership

(Chair, Vice Chair and Chairs of Committees)

Mr Davidson

~~Mr Davison~~

Mrs Dyas

Mr Fearnley

Clerk: Mary Gibson, IPC Services

Chair: Chair of the Trust

Meetings to be held after school each term

Terms of Reference

The committee is delegated to make decisions in line with the Trust Board's scheme of delegation
To plan work of the Trust Board and Local Boards in accordance with identified priorities.

- To monitor and evaluate the Trust's business strategy and plan.
- To monitor strategic business risks and opportunities, informed by the ongoing review of the risk register.
- To approve applications for additional grant funding to support development of the Trust.
- To make recommendations in relation to tendering and procurement policy and practice.
- To approve the Trust's marketing strategy, including corporate branding.
- To approve corporate events and conferences.
- To include legal disclosures on the corporate website.
- To contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals.
- To review annually (in the Summer term) the scheme of delegation, for approval by the Board and Members.

LOCAL BOARDS

Quorum 3

Membership

4 Foundation members

1 Staff member

1 parent member

Chair: to be appointed by the Board at the last meeting of the summer term.

Terms of Reference

- Ensure statutory requirements are met.
 - Ensure regular provision for students to participate in the celebration of The Eucharist.
 - Monitor the quality of collective worship in schools.
 - Develop effective school/home/parish partnerships.
 - Ensure collaboration with parishes where appropriate in sacramental programmes.
 - Ensure that the prayer life of the school follows the rhythm of the church's liturgical year.
 - Monitor schools' provision for effective moral and spiritual development.
 - Monitor chaplaincy provision in schools.
 - Ensure the physical environment of the school reflects its Catholic nature.
 - Establish register of business interests.
 - Publish required information relating to the academy on the academy website.
 - Ensure local health and safety requirements are met
 - Ensure local safeguarding requirements are met
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TRUST BOARD Not exhaustive

- Appoint and remove co-opted Directors.
- Approve annual budget.
- Recommend Scheme of Delegation to Members.
- Appoint CFO.
- Approve staffing structure.
- Appoint CEO and COOs.
- Establish trust wide code of conduct for staff.
- Establish trust wide appraisal and capability policies.
- Approve trust wide improvement plan.
- Appoint and remove Chair of local board.
- Appoint/dismiss Clerk.
- Establish register of business interests.
- Approve scheme for paying Officer's expenses.