



# Scheme of Delegation

(Including terms of reference for committees)

July 2021

Date Approved:	<b>July 21</b>	Review Date:	<b>July 2022</b>	Approved by:	The Trust Board
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Fareham Academy is a Single Academy Trust and the management and staff of the school are employees of the Trust. The Trust's affairs are overseen by a Board of Trustees, which is legally accountable for all decisions made, including those delegated to its subcommittees such as Resources, Achievement, Standards & Welfare & Pay committees. The Board of Trustees watch over the school's activities, progress and standards. Specialist sub-committees, such as Resources include finance and audit, focus on those specialist subjects and report to the Board.

All of the Trust's responsibilities and activities, including those of The Trust Board, are documented in three government publications which are updated annually:

- School Inspection Handbook
- The Academies Trust Handbook (also known as the Academies Financial Handbook)
- Governance Handbook

### **What is the Scheme of Delegation**

The Scheme of Delegation is a document which sets out the relationships between and the responsibilities of the Trust's Board, its executives and its Committees (including the Trustees). The Scheme of Delegation is set out in the Policy as a table which defines these responsibilities and for financial activities it places financial limits on the authorities delegated.

Part one of the Policy, Rules of Delegation, covers:

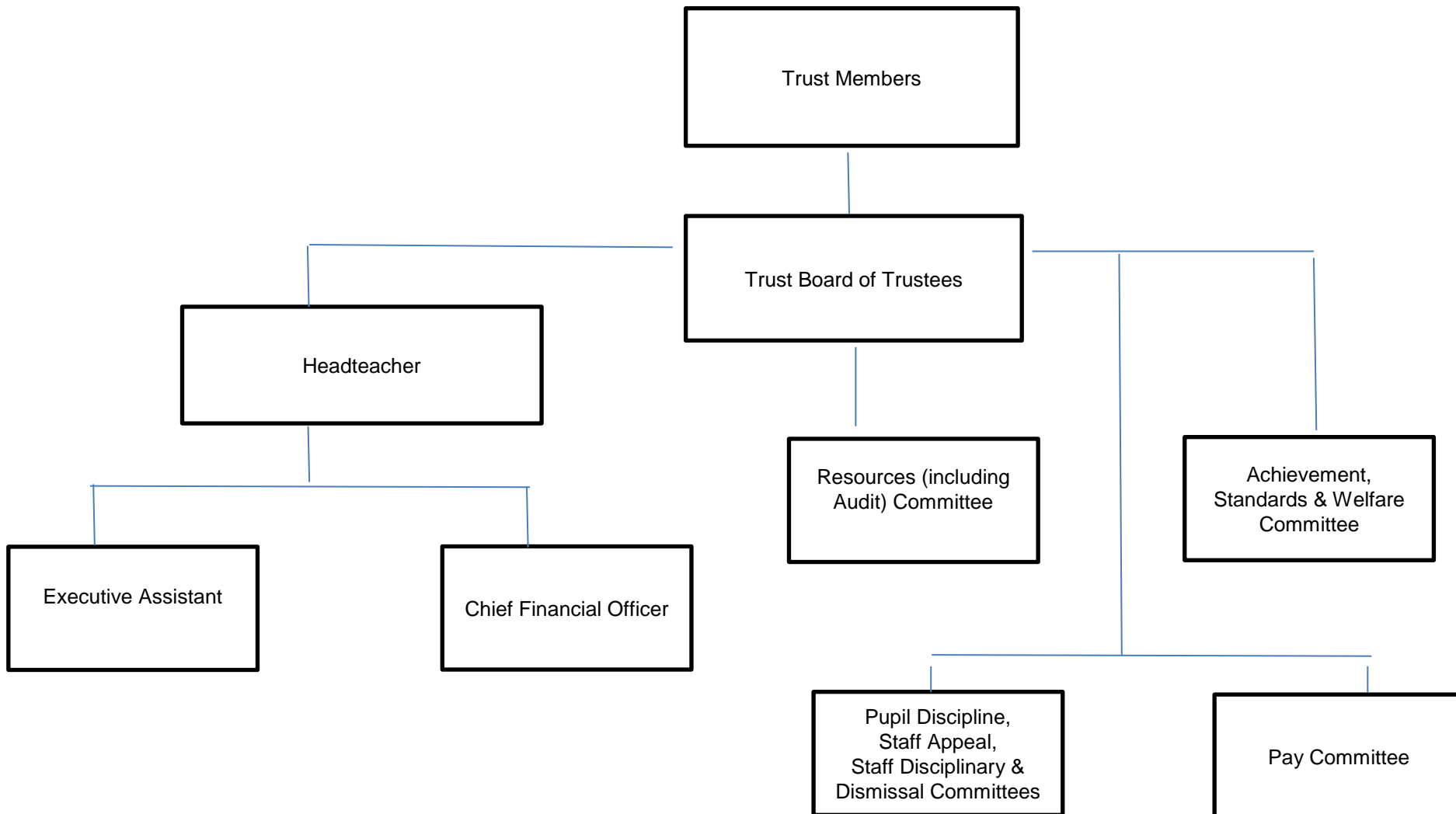
- Roles and Responsibilities
- Admissions, Behaviour & exclusions, Curriculum
- Finance & Budgets, Trust Board Procedures
- Financial Governance, Management & Risk Management
- Health & Safety, Parents & Community, Pupil Wellbeing, Safeguarding, SEND, Staffing Matters
- Academy Policies and Procedures

Part Two of the Policy, Financial delegation, covers:

- Procurement & Ordering Goods and Services
- Disposal of Assets
- Bad Debt Write-off
- Preparation / Approval of Returns
- Capital Grant Approval
- Accruals and Prepayments
- Internal Bank Transfers
- Payroll

The Scheme of Delegation enables the Trust to fulfil its corporate responsibilities and accountabilities to the Department for Education, Education and Skills Funding Agency (ESFA), Charities Commission, HMRC and Companies House whilst also ensuring that it is managed in a secure and appropriate way.

## Organisation Map



## **Roles and Responsibilities**

The Members of the Trust Board are guardians of the governance of the trust. Members hold the Trustees to account for the effective governance of the trust. The first members are the signatories to the Memorandum of Association drawn up when the trust was formed. Members also agree the trust's Articles of Association, which include the trust's objectives and purpose of the trust. The Articles of Association describe how the trust will be governed.

### **The Role of Trustees**

The Board of Trustees has been appointed in accordance with the Articles of Association and meet at least once a term. No business can be conducted at any meeting unless a quorum is present. The Terms of Reference for the Full Board of Trustees is included and is reviewed annually and a copy is published on the school website.

The trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and Articles of Association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the Academy and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. It's the employer of every member of staff. The Board of Trustees has the right to review and adapt its governance structure at any time which includes removing delegation.

### **The Role of Resources Committee**

In line with The Academies Trust Handbook (also known as the Academies Financial Handbook), the Board of Trustees has a Resources committee to which the Board delegates financial scrutiny and oversight which includes audits. Decisions made will be deemed decisions of the Board of Trustees. The Board of Trustees will appoint board committee chairs and committee members according to their skills. The Resources committee is responsible for internal audit, risk management and control.

### **The Role of the Headteacher**

The Headteacher has the delegated responsibility for the operation of the Trust including performance of the Academy. The Headteacher is appointed by the Trustees as accounting officer so has overall responsibility for the operation of the Trust's financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money. The accounting officer has responsibility to Parliament and to the ESFA Accounting Officer, for the trust's financial resources.

### **The Role of The Chief Financial Officer (CFO)**

The Finance Manager has the delegated responsibility of being the Trust's Financial Officer and responsibility for the trust's detailed financial procedures. The CFO is appointed by the Trust Board and must be appropriately qualified and/or experienced.

## Part 1 Rules of Delegation

<b>Admissions</b>					
<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
Determine the Academy's Admissions arrangements annually; including the published admission number (PAN) and the oversubscription criteria		✓ (Approve)	✓ (Create)		
Make sure the schools admissions arrangements comply with the School Admissions Code and are fair, clear and objective		✓ (Approve)			
Establish an independent appeals panel when there are admissions appeals		✓ (Approve)			Hampshire SLA
<b>Behaviour and Exclusions</b>					
Arrange for suitable full-time education for any pupil of compulsory school age who has a fixed-term exclusion of more than five school days			✓		
Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about an exclusion in some circumstances		✓			
Arrange an independent review panel to consider permanent exclusions, where requested by parents		✓			
<b>Curriculum</b>					
Make sure the school teaches a broad and balanced curriculum to the age of 16			✓		
Secondary schools: Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 11		✓ (Approve)	✓ (Create)		Achievements, standards and Welfare committee to monitor
<b>Finance and budgets</b>					
Appoint a senior executive leader as the accounting officer for the trust and a chief financial officer		✓			
Finance Regulations, Procedures and Policies		✓	✓	✓ (Consult)	Resources Committee
Appoint Trust Auditors	✓	✓ (Consult)			
Appoint Internal Auditors		✓			

<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
Budget plans and forecast returns		✓ (Approve)	✓ (Consult)	✓ (Create)	Consult with Resources Committee
Monitor monthly Management Accounts		✓	✓ (Consult)	✓ (Create)	Resources committee x 6. Chair of Trustees to receive monthly
Trust Annual Accounts	✓	✓ (Approve)			
Annual Trustees Report		✓	✓ (Consult)	✓ (Create)	Clerk and Executive Assistant
Prepare annual financial statements in line with the ESFA's academies accounts direction		✓			
Refer potentially novel and contentious transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation		✓		✓	
Response to Auditors Management Letter		✓	✓ (Consult)	✓ (Consult)	Consult with Resources Committee
Pension Annual Return				✓	
Maintain up to date Academy information on GIAS					Clerk and Executive Assistant
Risk Register		✓ (Monitor)	✓ (Create)		Resources and Audit Committee
Fixed Asset Register		✓ (Monitor)		✓ (Create)	Resources Committee
Participate in annual accounts consolidation exercises as communicated by the Department for Education		✓			Consult with Resources Committee
Make sure that the trust has adequate insurance cover or has opted into the academies risk protection arrangement		✓			CFO /Resources Committee
Establish an audit committee, or committee with an audit function, if annual income exceeds £50 million					Resources and Audit Committee as under £50 million

Approve a balanced budget each financial year and submit to the ESFA		✓ (Approve)		✓ (Create)	Consult with Resources Committee
<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
Maintain a published register of interests, including the business and pecuniary interests of members and trustees		✓			Clerk
Ensure grants from the DFE are used only for the purposes intended		✓			
Monitor impact of pupil premium funding		✓		✓	Committee ASW Resources
Secondary schools: Monitor impact of year 7 catch-up funding		✓		✓	Committee ASW Resources
<b>Trust Board Procedures</b>					
Approve and amend Trust Articles of Association	✓				
Appointment / removal of Trustees to the Board	✓ (Member appointed)	✓ (Co-opted)			Parent Trustee Elections
Delegate functions in cases of urgency to Chair		✓			
Approve / Change Trust Scheme of delegation		✓			
Maintenance of business Interests		✓			Resources committee Clerk to maintain
Change the company name	✓	✓ (Consult)	✓ (Consult)		
Wind up the Trust	✓				
Receive Headteachers Report		✓			
Skills Audit		✓			
Annual evaluation of governing effectiveness		✓			
Hold full governing board meetings at least 3 times a year		✓			
Hold Annual General Meeting	✓	✓	✓	✓	
Elect a chair and vice-chair of trustees		✓			
Appoint/Dismiss clerk to trustees		✓			

Determine the constitution, membership and terms of reference of any committee it decides to establish and review this annually. Appoint or elect a chair for each committee		✓			
<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
Check that all statutory policies and documents are in place		✓			
Delegate functions to committees and individuals		✓			
Consideration of collaborating with another educational organisation		✓			
<b>Health and Safety</b>					
Monitor the implementation of the health and safety		✓			Resources Committee
Make sure there is an appointed person in charge of first aid			✓		
<b>Parents and the Community</b>					
Make sure the required information is published on the school website		✓	✓		
Approve a complaints procedure		✓	✓		
Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides		✓			
Make sure the school complies with the Freedom of Information Act 2000 & Data Protection Act 2018		✓	✓		
<b>Pupil Wellbeing</b>					
Make sure the provision of free school meals to those pupils meeting the criteria		✓	✓		
Appoint a designated teacher to promote the educational achievement of looked after children (LAC) and post-LAC and that they undertake appropriate training		✓	✓		
Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this		✓			
Make arrangements for supporting pupils with medical conditions		✓	✓		
<b>Safeguarding</b>					
Check that the school complies with statutory guidance on safeguarding		✓			
Make sure that safeguarding arrangements take into account the procedures and practice of the LA, as part of inter-agency safeguarding procedures set up by the Local Safeguarding Children Board		✓	✓		



Make sure a member of the board is nominated to liaise with the designated officer(s) from the relevant local authority and partner agencies if allegations are made against the headteacher		✓			
<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
Monitor the implementation of the child protection policy		✓			
Appoint a member of staff to be the designated safeguarding lead			✓		
Make sure that effective support is provided for any employee facing an allegation		✓	✓		
To maintain the Central Record of Recruitment and Vetting Checks			✓		Executive Assistant
<b>Special Educational Needs and Disabilities (SEND)</b>					
Monitor the accuracy of High Needs Funding		✓		✓	SENCO
Designate a member of the Trust Board or a committee to have oversight of the school's arrangements for SEND		✓			
Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓		
Make sure that parents are notified by the school when special educational provision is being made for their child			✓		
Make sure the school produces and publishes online its school SEN information report		✓	✓		
Co-operate with the local authority in developing the local offer			✓		
Make sure the school follows the statutory SEND Code of Practice		✓	✓		
Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school		✓	✓		
Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching			✓		
<b>Staffing Matters</b>					
Appoint a Headteacher / Accounting officer		✓			
Appoint Company Secretary		✓			
Appoint Deputy Head		✓	✓		
Appointment of other Senior leaders			✓		
Teaching and Support Staff appointments		✓ (CFO)	✓		

Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)		✓			Executive Assistant
Make sure employment law and guidance is being followed		✓			Executive Assistant
<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
Pay & Performance Management Policies			✓		Pay committee
Performance Management of Headteacher		✓			Headteachers Performance Management Committee
Performance Management of Senior Leadership Team and pay award			✓		Report to Pay Committee- to approve
Performance Management of Teaching staff and Support Staff and pay award			✓		Report to Pay Committee- to approve
Teaching and Learning Responsibilities			✓		Report to Pay Committee- to approve
Approve staffing structure changes		✓	✓		
Dismiss the headteacher		✓			
<b>Academy Policies and Procedures</b>					
School Inset Days, school times and term dates		✓	✓		
Publishing proposals to change the category of the school		✓	✓		
Expansion and reduction of Academy PAN		✓	✓		
Child Protection and Safeguarding Policy		✓			
Behaviour, Exclusion and Attendance Policy		✓			
Pupil Premium Strategy		✓			
Academy website, uniform, logo and branding		✓			
Curriculum Policy		✓	✓		
Relationships and Sex Education Policy		✓			

<b>Task</b>	<b>Members</b>	<b>Trust Board</b>	<b>Headteacher</b>	<b>CFO (Finance Manager)</b>	<b>We have delegated this to</b>
SEND Policy		✓			
Whistleblowing Policy		✓			
Equality Information, Objectives. Equality and Diversity Policy		✓			
Charging and Remission Policy		✓			
Health & Safety Policy		✓			
Critical Incident and Business Continuity Plan		✓	✓		
Complaints Policy		✓			
Trustee Code of Conduct and Trustee Allowance		✓			
Looked After Children & Previously Looked After Children policy		✓			
Admissions Policy		✓			
Accessibility Strategy Policy		✓			
Freedom of Information Policy		✓			
Careers Provider Access Statement		✓			
Investment & Reserves		✓			
Anti – Fraud		✓			
Expenses		✓			
Risk Management		✓			
Financial Regulations Manuel		✓			
Debt Management		✓			
Gifts & Hospitality		✓			
Data Protection		✓			
Procurement & Tendering Policy		✓			
Recruitment & Selection		✓			
Fixed Asset & Depreciation Policy		✓			

Disciplinary Policy		✓			
Capability Policy		✓			

## Part 2 Financial Scheme of Delegation

Delegated Duty	Value	Delegated Authority	Method
Ordering goods and services that are not agreed as part of the formal budget	Up to £2,499	Headteacher	Consider best value
	£2,500 (£5,000 for works) and up to £30,000	Headteacher	Three written quotations Headteacher approval
	£30,001 to £39,999	Resources Committee (FGB to ratify)	Three formal quotations
	Over £40,000	Resources Committee (FGB to ratify)	Formal tendering process

Delegated Duty	Value	Delegated Authority
Approvers for BACs payments and other bank transfers	1 Approver A 1 of Approver B	Approver A – Executive Assistant Approver B - Headteacher/Senior Assistant Headteacher
Signatories for Cheques	Any 2	Headteacher/Executive Assistant/Senior Assistant Headteacher
Credit Card	Up to £8,000	Finance Manager and Finance Assistant however Headteacher pre approves
Write off of bad debts/losses/disposal of assets.	From £1,000 up to £39,999	Resources Committee
	ESFA consent required if exceeds:	ESFA

	<ul style="list-style-type: none"> <li>• 1% of annual income or £45,000 individually; or</li> <li>• 2.5% or 5% of annual income cumulatively</li> </ul>	
Signatories for EFA grant claims and EFA returns	Any 2	Headteacher/Executive Assistant/Senior Assistant Headteacher
Virement of budget provision between budget heads	Up to £30,000	Headteacher and reported to Resources Committee
	£30,001 to £39,999	Resources Committee and reported to FGB
	Over £40,000	The Trust Board
Raising invoices	Any	Finance Manager
Authorisation of staff reimbursement claims excluding Headteacher, Senior Assistant Headteacher, Executive Assistant and Finance Manager	Any	One signatory from Headteacher or Senior Headteacher or Executive Assistant and Finance Manager
Authorisation of Executive Assistant and Finance Manager reimbursement claims	Any	One signatory from Headteacher or Senior Assistant Headteacher
Authorisation of Deputy Headteacher reimbursement claims	Any	Headteacher
Authorisation of Trustee and	Any	One signatory from Chair of Trustees or Vice Chair of Trustees

Headteacher reimbursement claims		
Authorisation of Chair of Trustees reimbursement claims	Any	Vice Chair of Trustees

## **Terms of Reference for the Staff Disciplinary and Dismissal Committee**

### **1. Membership**

- 1.1. The committee will consist of three Trustees drawn from a pool of all non-staff Trustees who haven't already been involved in the procedure. The Chair is to be agreed prior to the meeting of the committee, by the committee members.

### **2. Quorum**

- 2.1. The quorum for any meeting will be three Trustees.

### **3. Purpose and Delegated Authority**

- 3.1. The committee will hear representations in cases where it is inappropriate for the Headteacher to make the determination or the Chair of Trustees determines that the matter should be referred to the committee. The committee will hear representations concerning the potential dismissal of an employee or the imposition of a lesser sanction and determine an appropriate outcome with their delegated powers.
- 3.2. The committee may be meeting to consider sanctions or dismissal in relation to capability (health or performance), misconduct, redundancy, statutory prohibition or for some other substantial reason.

### **4. Meetings**

- 4.1. As required, when it is appropriate for the Trustees to consider that a member of staff should cease to work at the school or for a lesser sanction to be imposed.

### **5. Reporting**

- 5.1. To report the decision to the next full meeting of the Trust Board following the committee decision. The report will normally be restricted to the outcome of proceedings and will need to be confidentially minuted. It is excluded from the usual rules concerning publication of The Trust Board proceedings, as it refers to a named member of staff.

### **6. Clerk/Minutes**

- 6.1. The Trust Board or chair of the committee should appoint a clerk to take notes of the proceedings. The clerk cannot be a member of the trust board, or the Headteacher or a member of the committee.
- 6.2. The clerk to the committee shall keep notes of the proceedings of the hearing. Once the notes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way. These notes are confidential and excluded from the usual rules concerning publication of The Trust Board proceedings as they relate to a named member of the school's staff. However, once all processes concerning the individual case have been concluded, the notes may be accessed by other members of the trust board.



## **Terms of Reference for the Staff Appeal Committee**

### **1. Membership**

- 1.1. The appeal committee will consist of three Trustees drawn from a pool of all non-staff Trustees who haven't already been involved in the procedure. The appeal committee cannot include the Headteacher or a member of the first committee who heard the matter and made a determination at first instance. The Chair is to be agreed prior to the meeting of the committee, by the committee members.

### **2. Quorum**

- 2.1. The quorum for any meeting will be three Trustees.

### **3. Purpose and Delegated Authority**

- 3.1. To hear representations concerning an employee's appeal against the decision of the Headteacher or Trustee committee and determine whether or not to uphold that appeal. The Committee may also impose a lesser sanction, provided that this is permissible within the terms of the contract, but may not increase the sanction imposed by the Headteacher or Trustees' Discipline/Dismissal Committee.
- 3.2. The appeal committee will also act as the Trustees' Grievance Committee hearing representations concerning an employee's grievance where this has not been resolved earlier in the Grievance Procedure, and in respect of disputes regarding pay where an employee disputes a decision made by the school's pay committee.
- 3.3. When an appeal has been received, it may be necessary to convene a meeting of the committee prior to the appeal hearing. Such circumstances would include determining whether an appeal is out of time and/or determining whether the grounds of the appeal are sufficient to warrant progress to an appeal hearing.
- 3.4. The purpose of the appeal hearing is for the appeal committee to hear the point(s) of appeal and determine whether the original decision and any sanction imposed should be upheld, reduced or overturned.
- 3.5. The appeal may be in relation to warnings issued under any employment procedure, dismissal on any grounds, to make a determination in respect of a unresolved grievance or in respect of a pay dispute

### **4. Meetings**

- 4.1. As required, when an employee registers an appeal against a decision of the Headteacher or Trustee committee under formal employment procedures.

### **5. Reporting**

- 5.1. To report the decision to the next full meeting of the Trust Board following the committee decision. The report will normally be restricted to the outcome of proceedings and will need to be confidentially minuted. It is excluded from the usual rules concerning publication of The Trust Board proceedings, as it refers to a named member of staff.

## 6. **Clerk/Minutes**

- 6.1. The Trust Board or chair of the committee should appoint a clerk to take notes of the proceedings. The clerk cannot be a member of the trust board, or the Headteacher or a member of the committee.
- 6.2. The clerk to the committee shall keep notes of the proceedings of the hearing. Once the notes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way. These notes are confidential and excluded from the usual rules concerning publication of The Trust Board proceedings as they relate to a named member of the school's staff. However, once all processes concerning the individual case have been concluded, the notes may be accessed by other members of the trust board.

## **Terms of Reference for the Pupil Discipline Committee**

### **1. Membership**

- 1.1. Three Trustees picked from a pool of all non-staff Trustees, who haven't already been involved in the case. The Chair is to be agreed prior to the meeting of the committee, by committee members.

### **2. Quorum**

- 2.1. The quorum is three Trustees.

### **3. Overall Purpose**

- 3.1. The committee will carry out the Trust Board's duty to consider an exclusion decision.

### **4. Terms of Reference**

- 4.1. To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of the exclusion if:
    - the exclusion is permanent
    - it is a fixed period exclusion which would bring the student's total number of school days of exclusion to more than 15 in a term
    - it would result in a student missing a public examination or national curriculum test. (so far as is reasonably practical, to consider the exclusion before the date of the examination or test. If this is not practicable the Chair of Trustees may consider the exclusion independently and decide whether or not to re-instate the student).
  - 4.2. If requested by parents, to consider the reinstatement of an excluded student, within 50 school days of receiving notice of the exclusion, if a student would be excluded from school for more than 5 school days, but not more than 15, in a single term.
  - 4.3. To consider any representations made by parents for a fixed period exclusion which would not bring a student's total number of days of exclusion to more than 5 in the term.
  - 4.4. To invite the parents and the Headteacher to a meeting of the committee and to allow them to make representations. To consider requests from the parents to allow the representative from the LA to make representations.
- ### **5. Appeals to the Independent Review Panel (set up by the Academy Trust) made by parents against decisions of the Committee to uphold a permanent exclusion**
- 5.1. To prepare the statement of the Trust Board for such an appeal and to liaise with the Clerk to the Independent Review Panel with regard to other information required.
  - 5.2. To represent the Trust Board at the hearing of the case by the Independent Review Panel.

## 6. **Training and Development**

- 6.1. To ensure that members of the Committee develop and maintain an up-to-date understanding of student behaviour and discipline issues locally and nationally, for example by attending relevant Trustee training courses and reading relevant national and local guidance.

## **Terms of Reference for the Pay Committee**

### **1. Membership**

- 1.1. The committee will consist of a minimum of three non-staff Trustees. The Headteacher may attend in an advisory capacity but will withdraw when their salary is being discussed. Pay recommendations will be received by the Committee from the Headteacher. Pay Committee members will be excluded from membership of the Trustees' Appeal Committee where convened to consider a pay appeal. The Trust Board will elect the Chair of this committee at the first Trust Board meeting of the academic year.

### **2. Quorum**

- 2.1. The quorum for the meeting is three Trustees.

### **3. Meetings**

- 3.1. The Committee will meet once a year and otherwise as required. Minutes will be circulated to all members of the Committee. The Committee will report to the Trust Board.

### **4. Terms of Reference**

- 4.1. Annually determine salary progression for members of the senior leadership team, where eligible, following recommendation by the Headteacher.
- 4.2. Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee.
- 4.3. Deal with any request from a Trustee or the school leadership team to review leadership pay ranges.
- 4.4. Determine progression to and through the Upper Pay Scale.
- 4.5. Determine any allowances paid to unqualified teachers over the value of £1,000.
- 4.6. Determine the Teaching and Learning Responsibility (TLR) values.
- 4.7. Assure itself that appropriate arrangements for linking performance to pay are in place, can be applied consistently and pay decisions are objectively justified
- 4.8. Monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.
- 4.9. Nominate one of its members to undertake the annual audit of performance management.
- 4.10. Recommend to the full The Trust Board that a detailed audit of performance management is undertaken at an appropriate point in the school's Ofsted cycle and agree Trustees to undertake the audit.
- 4.11. To monitor the robustness of performance management and effectiveness of strategies for improving teaching, including the extent to which the Academy takes account of the 'Teachers' Standards'.
- 4.12. Annually review the Pay and Performance Management policies

## **Terms of Reference for the Resources Committee**

### **1. Membership**

- 1.1. The committee will consist of the Headteacher and a minimum of three Trustees. The Trust Board will elect the Chair of this committee at the first Trust Board meeting of the academic year, who must be a Trustee and may not be a member of staff.

### **2. Quorum**

- 2.1. The quorum for any meeting will be three Trustees plus the Headteacher or their representative.
- 2.2. Members of staff, including the Headteacher, will not participate as members when audit matters are discussed. They will normally remain in attendance to provide information and participate in discussions.

### **3. Meetings**

- 3.1. The Committee will meet at least termly and otherwise as required. Minutes will be circulated to all members and included in the agenda of the following Trust Board meeting of the term.

### **4. Terms of Reference**

- 4.1. To exercise the powers and duties of the Trust Board in respect of the financial administration of the Academy, except for those items specifically reserved for the Trust Board and those delegated to the Headteacher and other staff.
- 4.2. To carry out the initial review and authorisation of the annual Academy budget prior to the start of each financial year and to present this to the Trust Board for approval.
- 4.3. To monitor the income and expenditure against the budget, identifying the reasons for any variations. To report significant variations from the budget to the Trust Board together with a recommended course of action.
- 4.4. To ensure the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DfE guidance issued to Academies. To review the draft financial statements, highlighting any significant issues to the Trust Board, prior to submission to the EFA by 31 December.
- 4.5. To monitor the catering arrangements to ensure compliance with contract and best value for money for users.
- 4.6. To consider benchmarking data annually to question whether resources could be used more efficiently.
- 4.7. To review Service Level Agreements (SLAs) when appropriate.
- 4.8. To monitor the financial commitment to the School Development Plan (SDP) & The Premises Development Plan. To ensure that the budget plans meet the needs of strategic priorities and improvement plans.
- 4.9. To monitor the Academy's arrangements to secure value for money.

- 4.10. To have strategic oversight of all community matters in order to make the Academy the hub of learning for the community.
- 4.11. To receive requests for development of the facilities on the site.
- 4.12. To monitor the condition of the Academy's buildings and grounds and to receive a regular site report.
- 4.13. To monitor the standards of Health and Safety through reports to the committee and through an annual cycle of Health and Safety audits.
- 4.14. To agree any changes to the staffing structure.
- 4.15. To ensure that arrangements for insurance cover are in place and adequate.
- 4.16. To manage risks and business continuity planning and maintain a risk register.

## 5. **Audit**

- 5.1. Trustee members of the committee will have the right to access directly the internal or external auditors and to go into confidential session, excluding all members of staff, whenever they are satisfied that it is appropriate to do so.
- 5.2. To advise the Trust Board on the appointment, re-appointment, dismissal and remuneration of the external, internal and regularity auditor.
- 5.3. To ensure internal scrutiny responsibilities in line with Academy Financial Handbook.
- 5.4. To receive reports (annual reports, management letters etc.) from the external auditor and other bodies, for example the EFA and NAO, and consider any issues raised, the associated management response and action plans.
- 5.5. To regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.
- 5.6. To undertake a rolling program of self-assessment to ensure effective financial control. To check the payroll annually.
- 5.7. To ensure that there are annual independent checks of the assets and the assets register.

## 6. **Financial Delegation:**

- 6.1. To authorise the virement of sums between budget heads above £30,001 and up to £39,999.
- 6.2. To authorise orders and contracts over £30,001 that have not been budgeted for.
- 6.3. To recommend a decision about which tender to accept for purchases exceeding £40,000 providing that the expenditure has been budgeted for.
- 6.4. To decide on which tender to accept for any expenditure that is not included in the budget for ratification by the Trust Board.

- 6.5. To agree payments of staff severance payment or compensation following detailed EFA guidance.
- 6.6. To write off debts in line with financial scheme of delegation under ESFA limits.



## **Terms of Reference for the Achievement, Standards and Welfare Committee**

### **1. Membership**

- 1.1 The committee will consist of the Headteacher and a minimum of three 3 Trustees. The Trust Board will elect the Chair of this committee at the first Trust Board meeting of the academic year, who must be a Trustee and may not be a member of staff.

### **2. Quorum**

- 2.1. The quorum for any meeting will be three Trustees plus the Headteacher or their representative.

### **3. Meetings**

- 3.1. The Committee will meet at least termly and otherwise as required. Minutes will be circulated to all members and included in the agenda of the following The Trust Board meeting of the term.

### **4. Terms of Reference**

- 4.1. To ensure that the Curriculum provides high quality, varied and appropriate opportunities for all students.
- 4.2. To review the assessment process to ensure it has rigour, consistency between departments, reporting to parents and feedback to Trustees.
- 4.3. To monitor student progress towards achieving or exceeding targets using appropriate performance data, with particular reference to key target groups.
- 4.4. To ensure that appropriate action plans are produced to address any shortfalls in student achievement and to monitor the results of such plans.
- 4.5. To involve the wider stakeholder groups in formulating any changes that may affect Achievements and Standards.
- 4.6. To consider the implications of any proposed changes by the Department of Education on student performance.
- 4.7. To provide input to the school development plan.
- 4.8. To hear appeals from parents regarding the Headteacher's decision to exempt a student from all or part of the Curriculum.
- 4.9. To annually review the Analyses School Performance (ASP) and Fischer Family Trust (FFT) reports.
- 4.10. To consider the impact of the Pupil Premium spend and Year 7 catch up premium.
- 4.11. To review the transition arrangements.
- 4.12. To regularly receive presentations from members of staff on areas within the curriculum.
- 4.13. To review student attendance and exclusion.

- 4.14. To review the Most Able provision.
- 4.15. To review the SEN provision.
- 4.16. To review extra-curricular activities.
- 4.17. To review student behaviour and bullying.
- 4.18. To liaise with the Resources Committee on matters having financial implications that have not been included in the Budget.

## **Terms of Reference for the Trust Board**

### **1. Governance**

- 1.1 The establishment, Terms of Reference, Membership and any Constitution, will be reviewed by the Directors of the Trust.
- 1.2 Any delegated decision in accordance with the Trust's Scheme of Delegation, or other authority received directly from the Trust Board must be reported to the next full Trust Board meeting but a decision taken under delegated powers is binding and immediately effective.
- 1.3 The Trust has approved a Scheme of Delegation defining the powers and functions that are reserved for the Trust Board and its Committees.

### **2. Membership**

- 2.1 The Trust Board will comprise of:
  - Headteacher
  - At least 2 elected Parent trustees
  - Other appointees determined by the Trust Board; and members will serve for a term of 4 years from date of appointment, and may be re-appointed by a majority vote of the Board
  - Up to 6 trustees appointed by the members of the Trust.

### **3. Meetings**

- 3.1 The Trust Board will meet at least 3 times per academic year with additional meetings as required.
- 3.2 Any Trustee may be disqualified for failing to attend 3 consecutive Trustees meetings.
- 3.3 The Trust will supply a person to act as Clerk to the Trustees for each meeting.
- 3.4 The appointed Chair will chair the meeting, in his / her absence it will be the Vice Chair.

### **4. Quorum**

The quorum for meetings of the Trust Board is 3 Trustees.

### **5. Responsibilities of the Trust Board includes, but is not limited to, the following:**

- 5.1 To review the Academy's performance through the ASP and associated data profiles;
- 5.2 To set targets and monitor and review throughout the academic year progress by the academy. Pay particular attention to ensure specific groups, such as Pupil Premium Looked After Children and SEND, are making at least the same progress as all other students.
- 5.3 To monitor and review of the School Development Plan.

- 5.4 To review and retain oversight of risk and review risk register at least annually;
- 5.5 To receive and review reports from the Finance Manager, to monitor the finances of the Academy and annually approve the Academy's budget;
- 5.6 To ensure the safety and welfare of all students and staff;
- 5.7 To review and receive reports from the Senior Assistant Headteacher related to the upkeep of the Academy site to ensure the compliance with the Trust's Health & Safety Policy;
- 5.8 To ensure compliance with all Safeguarding and SEN requirements;
- 5.9 Monitor the curriculum and the effectiveness of related strategies to deliver the best possible outcomes for all students.

## **6. Powers Retained by the Trust Board**

- 6.1 Ensuring compliance with the Trust's duties under Company Law and Charity Law and agreements made with the DfE, including the Funding Agreement,
- 6.2 The determination of the educational character and mission of the Academy,
- 6.3 Ensuring the solvency of the academy, safeguarding its assets,
- 6.4 The appointment or dismissal of the Headteacher,
- 6.5 Oversight of Health & Safety;
- 6.6 Setting key strategic objectives and targets and reviewing performance against these;
- 6.7 The approval of Trust's policies (including admissions),
- 6.8 The approval of the annual estimates of income and expenditure for the Academy at the beginning of the academic year;
- 6.9 The approval of the year end accounts;
- 6.10 Setting the Trust's Reserves requirements
- 6.11 Entering into all contracts on behalf of the Trust;
- 6.12 Authorising expenditure or income in accordance with the Scheme of Delegation;
- 6.13 Comply with the requirements of the Education (Independent School Standards) (England) Regulations 2010 (or such other regulations as may for the time being be applicable) in relation to carrying out enhanced checks through the Disclosure and Barring Service, as required.

## **7. Disclosure and Barring Service**

The role of an Academy Trustee is a "regulated activity", meaning that any individual wishing to undertake this role must have a satisfactory DBS certificate.