

Local Advisory Bodies – Terms of Reference

Responsibilities

- The Trust Board has established a Local Advisory Body (LAB) for each SET School;
- The LAB will have no executive authority; its capacity is advisory;
- The purpose of a LAB is to support and advise the HT with the aim of improving the relevant SET School. The LAB will be kept informed about all aspects of the school and will make recommendations to the HT and Chair of the LAB, as appropriate;
- To provide a local perspective regarding the effective operation of the school.

Purposes

- Support the HT and contribute the following areas in relation to the specific SET School:
 - implementation of the Trust vision and ethos;
 - curriculum and education model, including developing and nurturing effective business links to promote careers education, success and aspiration;
 - implementation of the individual school development plan;
 - local inclusion provision, including the Accessibility Plan.
- Undertake duties with regards to community relationships and marketing, including attendance at Trust / school / community events, etc. In particular, to:
 - work with staff, students and parents/carers to celebrate all achievements at the school;
 - support the SET School to effectively communicate to all its stakeholders to promote inclusion;
 - make the school a hub of the community and organise and host local community forum events;
 - support student recruitment, transition and transfer;
 - help with fundraising.
- To give focus to Staff wellbeing;
- To act as an ambassador for the SET School;
- Nominate an appropriate member of the LAB to act as an occasional member of any relevant initial or appeals panels as necessary when dealing with student or staff complaints or disciplinary matters.

Membership and attendance

- Each LAB should consist of the following members:
 - Chair;
 - The HT of the relevant SET School
 - A Trustee with special interest in the school;
 - Two parents of pupils at the relevant SET School (to be elected by parents of registered pupils at the school);
 - Up to four other individuals may be co-opted onto the LAB for a period of up to three years;

- A member nominated by the "friends of" group.
- Elected parents and co-opted individuals will be members of the LAB for a period of up to three years. Such members can be re-appointed for a further, second, three-year period. After six years of service, such members may continue, but must be reappointed annually. The quorum for a meeting is a minimum of three members of the LAB;
- Each LAB will meet as often as is necessary which is likely to be once a term;
- Members will be given the option to sit on additional SET School sub-committees.

Reporting

- Attendance at each meeting and a summary of the actions points will be recorded. The action points recorded will be circulated to the Trust Board. The Chair of the LAB will be responsible for reporting to the Trust Board any important matters arising.

Frequent Absence

Should a member submit apologies for, or not attend, more than two consecutive meetings the Chair will seek confirmation of the member's commitment. If that confirmation is not forthcoming, then membership of the LAB will be withdrawn.

Current version, updated August 2019



Finance, Audit and Resources Committee – Terms of Reference

Responsibilities

- To review the financial performance of the Trust and the safeguarding and use of its assets.
- To review the structure, remuneration and performance management of staff employed by the Trust and the recruitment and retention of key staff.
- To maintain an oversight of the Trust's financial, governance, risk management and internal control systems.
- Oversee monitoring procedures for policy review and assurance testing.
- Overview of the School's Health and Safety responsibilities.

Authority

- The committee has such executive powers as delegated to it by the Trust Board.
- It is authorised by the Trust Board to investigate any activity within its terms of reference, engage any professional advisers and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries.

Purposes

Financial

- Advise the Trustees on the use of all its assets, resources and investments and ensuring financial and other strategies are in place for the best use of these resources;
- Receive, review and report on budgets of all Trust activities, as well as on periodic management accounts, forecasts and cashflow projections and recommend approval where necessary by the Trustees;
- Receive and report upon capital expenditure budgets for each school and approve expenditure as outlined in the Finance Policy or recommend its approval by Trustees as necessary;
- Review the annual accounts of the Trust and recommend approval to the Trust Board.
- Review all management, financial and administrative procedures of the Trust;
- Monitor and review financial commitments for significant contracts related to buildings and ICT;
- Responsibility for the review of central services;

Human Resources

- To review the staffing structure and pay scales of the schools and make recommendations to the Trust Board on any proposed changes, as appropriate;
- Undertake an annual review of the effectiveness of staff recruitment and retention strategies and policies;

- To ensure that succession planning for staffing and governance within the Trust is being considered by management;
- To review and recommend to the Trust Board staff cost budgets and proposed pay increases;
- In conjunction with the Foundation HR department, to ensure compliance with statutory requirements and policies for all staffing matters;
- Annual review of the performance management process of the Trust and review of pay progression decisions;
- Regularly review the membership, skill sets and structural make up of the Board and sub-committees and make recommendations to the Trust Board on any proposed changes

Audit

- Oversee the trust's risk register and conduct a regular review of risks
- Review all systems and methods of control both financial and otherwise including risk analysis and risk management; and ensure the Trust is complying with the overall requirements for internal scrutiny, as specified in the Academies Financial Handbook.
- Agree an annual programme of internal scrutiny for checking financial systems, controls, transactions and risks, ensuring that this delivers objective and independent assurance.
- Provide assurance to the Trust Board that risks are being adequately identified and managed
- Advise the Trustees on the adequacy and effectiveness of the Trust's systems of internal control and governance processes, securing economy, efficiency and effectiveness (value for money)
- Consider the appropriateness of actions taken following internal audit/internal scrutiny reviews and advise management on any additional or alternative steps to be taken
- Advise the Trust Board on the appointment, reappointment, dismissal and remuneration of auditors (both external auditors and internal audit)
- Monitor the effectiveness of auditors
- Review the findings of the external auditors (including Audit Findings Report and Management Letter) and agree any action plan arising from it
- Ensure there is co-ordination between internal audit and external audit and any other review bodies that are relevant
- Ensure that additional services undertaken by the auditors are compatible with the audit independence and objectivity
- Consider the reports of the auditors/scrutineers and, when appropriate, advise the Trust Board of material control issues.
- Monitor procedures for policy review and assurance testing

Other matters

- Monitor and oversee the school's compliance with Health and Safety requirements
- Oversee the Trust's property management strategy and capital funding bids for property improvements
- Carry out such other tasks as from time to time they are required to do by the Trust Board;
- Undertake the review of policies delegated to this committee

Membership and attendance

- The committee shall consist of the following members:
 - At least three members of the Trust Board.
 - Up to three other individuals (but always at least one fewer than the number of Trust Board members) may be co-opted onto the committee for a period of up to four years. Such members can be re-appointed for a further second four year period. After eight years of service, such members may continue, but must be reappointed annually.
 - The Chair shall be appointed by the Board, but should not be the Chair of the Trust Board
- The majority of the members of the committee must be members of the Trust Board and no vote on any matter must be taken by the committee unless the majority of the members present are members of the Trust Board.
- In accordance with the Academies Financial Handbook, staff employed by the Trust should not be members of the Audit Committee, but may attend to provide information and participate in discussion;
- The Accounting Officer and the Chief Financial Officer will normally attend meetings of the Committee. The external auditors may attend or request a meeting if they consider it necessary;
- The quorum for a meeting is a minimum of two members of the Trust Board.
- The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
- The committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Trust staff who are not governors.
- Trust Board members who are not members of the Committee will have the right of attendance. In the absence of the chair the committee will elect a replacement for the meeting among the members of the Trust Board present at the meeting.

Reporting

- Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded in the minutes of the committee. Minutes will be tabled at the following committee meeting for approval.
- The minutes will also be included in the papers for the next meeting of the Trust Board to provide information to the Trust Board and to seek ratification of decisions and recommendations.
- The Chair of the committee will be responsible for reporting to the Trust Board any important matters arising.

Policies

The Committee has delegated responsibility for approval and monitoring of those policies as set out in the Trust Policy Register.

Academic Committee – Terms of Reference

Responsibilities

- To ensure that robust curriculum, staffing and raising achievement strategies are in place that are in line with the vision of the Trust.
- To ensure that the academic provision across the Trust provides each and every student with a learning experience of the highest possible quality promoting resilience promoting independence.
- Ensure that KS1, 2 and 4 outcomes that are at least in line with FFT 5 and lead to meaningful next phase destinations.

Authority

- The Committee will have powers delegated to it from the Trust Board. It is authorised by the Board to investigate activity within its terms of reference.

Purposes

1. The Committee will offer challenge and support to the Trust Leadership Group to pursue continuous improvement in students' achievements and that of the Trust as a whole. To approve and monitor performance, policy and strategy for curriculum, learning, teaching, assessment and academic outcomes;
2. To monitor the development and impact of the curriculum in accordance with the Trust Vision and Curriculum Policy agreed by the Trust Board and all statutory obligations laid down by Government; and to monitor the implementation of relevant points from any Action Plan resulting from OfSTED Inspections;
3. To ensure there is high quality teaching, assessment and feedback across the Trust leading to end of key stage and GCSE outcomes in line with FFT 5;
4. To consider the impact that teaching has on resilience, the promotion of students' spiritual, moral, social and cultural development and the promotion of British values;
5. To ensure that all teaching and classroom based support staff benefit from appropriate continued professional development and that performance is rigorously managed;
6. To monitor the performance of vulnerable groups, including PP, SEND and the more able;
7. To consider the extent to which the climate in each school is conducive to learning and professional development for staff;
8. To feedback risks into the Trust Risk Register and to report and make recommendations to the Trust Board.

Membership, attendance and quorum

The committee shall consist of the following members:

- At least two members of the Trust Board. The chair shall be appointed by the Board;
- Up to three other individuals (but always at least one fewer than the number of Trust Board members) may be co-opted onto the committee for a period of up to four years. Such members can be re-appointed for a further second four year period. After eight years of service, such members may continue, but must be reappointed annually;
- The majority of the members of the Committee must be members of the Trust Board and no vote on any matter must be taken by the Committee unless the majority of the members present are members of the Trust Board;
- The quorum for a meeting is a minimum of two members of the Trust Board;
- The Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term. The clerk to the Committee will circulate an agenda for each meeting and papers at least a week before the Committee meeting;
- The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Trust staff who are not Trustees. The Headteachers and the CEO will attend all meetings of the Committee;
- Trust Board members who are not members of the Committee will have the right of attendance. In the absence of the chair the Committee will elect a replacement for the meeting among the members of the Trust Board present at the meeting.

Reporting

- Attendance at each Committee meeting, issues discussed and recommendations for decisions will be recorded in the minutes of the Committee. Minutes will be tabled at the following Committee meeting for approval;
- The minutes will also be included in the papers for the next meeting of the Trust Board to provide information to the Trust Board and to seek ratification of decisions and recommendations;
- The Chair of the Committee will be responsible for reporting to the Trust Board any important matters arising.

Policies

The Committee has delegated responsibility for approval and monitoring of those policies as set out in the Trust Policy Register.

Current version, updated August 2019

Pastoral Committee – Terms of Reference

Responsibilities

- The Trust Board has established a Pastoral Committee (PC) across the Seckford Education Trust.
- The purpose of the PC is to monitor, evaluate and to challenge the quality of pastoral care, provision and outcomes across the schools in the Trust.
- To provide a close level of scrutiny to ensure that the PC operates in-line with the vision and values of the Seckford Education Trust and the policies in place at the time.

Authority

- The Committee will have powers delegated to it from the Trust Board. It is authorised by the Board to investigate activity within its terms of reference.

Role and Purpose

1. The role of the Committee is to advise the Trust Board about all matters relating to pastoral arrangements, including the Personal Development and Behaviour & Attitudes sections of the current OFSTED framework.

2. This work and the arrangements which support it are wide-ranging. While the Trust's pastoral policies form the focus of an important part of the Committee's work, it has a broader remit. The following features of the Trust's pastoral arrangements are included in the scope of the Committee's interests:

- Safeguarding and child protection;
- Attendance;
- Personal and character development, incorporating Enrichment, PSHEE, Careers Advice and Guidance, British Values and SMSC;
- Behaviour, resilience and attitudes to learning;
- Inclusion;
- Tutor system, pastoral teams and home-school links;
- Emerging and significant pastoral issues during a particular academic year.

3. The Committee performs its role with the purpose of supporting generally the provision the Trust makes for the welfare of the students, and specifically by:

(a) monitoring how well the main features of the Trust's pastoral arrangements help safeguard and promote the welfare of students; (b) formally reviewing the Trust's policies which relate to its pastoral work; (c) looking into such pastoral matters as the Trust Board

may require; and by (d) interacting with the Academic Committee and / or the Trust Board, the Pastoral Team and the Trust Leadership Group concerning any significant pastoral issues and how they may best be addressed.

Membership, attendance and quorum

The committee shall consist of the following members:

- At least two members of the Trust Board. The chair shall be appointed by the Board.
- Up to three other individuals (but always at least one fewer than the number of Trust Board members) may be co-opted onto the Committee for a period of up to four years. Such members can be re-appointed for a further second four year period. After eight years of service, such members may continue, but must be reappointed annually.
- The majority of the members of the Committee must be members of the Trust Board and no vote on any matter must be taken by the Committee unless the majority of the members present are members of the Trust Board.
- The quorum for a meeting is a minimum of two members of the Trust Board.
- The Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term. The clerk to the Committee will circulate an agenda for each meeting and papers at least a week before the Committee meeting.
- The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Trust staff who are not Trustees. The Headteachers and the CEO will be permanent members of the Committee.
- Trust Board members who are not members of the Committee will have the right of attendance. In the absence of the chair the Committee will elect a replacement for the meeting among the members of the Trust Board present at the meeting.

Reporting

- Attendance at each Committee meeting, issues discussed and recommendations for decisions will be recorded in the minutes of the Committee. Minutes will be tabled at the following Committee meeting for approval.
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