

PONTELAND ACADEMY TRUST

PONTELAND COMMUNITY MIDDLE SCHOOL

COMMITTEES

Trustees are welcome to attend both Finance and General Purpose and Standards and Curriculum

Finances and General Purpose

Angus Kidd [Chair]
Julia Austin [Vice Chair]
Mike Russell
Giselle Stewart
Dr C Pryer

Appeals

Two Trustees plus one external appointee

Standards and Curriculum

Mr P Naughton [Chair]
Mike Russell [Vice Chair]
Phil Affleck
Dr K Owen
Julia Austin
Dr C Pryer

Pupil Discipline/Behaviour [Link Trustee PN]

Three Trustees appointed by Chair
(i.e. PN + 2)

Complaints/Behaviour/Discipline re Staff (stage 2) [Link Trustee]

Three Trustees appointed by Chair
(i.e. PN + 2)

Project

Chair of Board
Chair of Finances, Staffing and General Purpose
Chair of Standards, Curriculum, Staffing Recruitment
Vice Chair of Trustees

Safeguarding [Link Trustee KO]

Three Trustees appointed by Chair
(i.e. KO + 2)

Pay Review Committee [Sept/Oct]

Three Trustees
With HT presenting information

Trustees Responsibilities

Standards, Curriculum,	Paul Naughton - Chair Mike Russell – Vice Chair Phil Affleck Julia Austin Kate Owen Caroline Pryer
Behaviour, Assessment and Reporting Performance Management	Phil Affleck Paul Naughton, Phil Affleck
Finance and General Purpose	Angus Kidd – Chair Julia Austin – Vice Chair Giselle Stewart Mike Russell Caroline Pryer
SEN/PP/LAC Trustee	Dr Kate Owen
Safeguarding, Child Protection	Dr Kate Owen
Training and Development	Giselle Giselle
Safer Recruitment	Phil Affleck
Complaints	Phil Affleck
HT Performance Management	Paul Naughton Phil Affleck
Estates Management/ H&S / Insurance	Julia Austin
Risk Management	Angus Kidd
Data / Pupil Tracking	Paul Naughton
Complaints Co-ordinator	Phil Affleck [Stage 1]

COMPLAINTS COMMITTEE

MEMBERSHIP:

The Committee shall consist of three Trustees.

QUORUM:

The quorum must be three Trustees.

CHAIR:

To be appointed by the Trustees.

CLERK:

To be appointed.

FREQUENCY OF MEETINGS:

As required.

TO BE RESPONSIBLE FOR:

Hearing all formal complaints against the Head Teacher, an individual member of staff or the Board of Trustees.

PUPIL DISCIPLINE COMMITTEE

MEMBERSHIP:

The Committee shall consist of three Trustees

QUORUM:

The quorum must be three Trustees.

CHAIR:

To be appointed by the Trustees

CLERK:

To be appointed.

FREQUENCY OF MEETINGS:

As required.

TERMS OF REFERENCE:

1. Reviewing the use of exclusion within the school.
2. Considering the views of the Headteacher and of parents of excluded pupils.
3. Deciding whether or not to confirm exclusions of more than five school days or those where a pupil would miss an opportunity to take a public examination.

STANDARDS AND CURRICULUM COMMITTEE

MEMBERSHIP

The Committee shall consist of five Trustees.

QUORUM

The quorum must be three Trustees.

CHAIR

To be appointed by the Committee

CLERK

School Manager.

FREQUENCY OF MEETINGS

Termly, or as required

TERMS OF REFERENCE

Curriculum, Standards, Planning and Delivery

1. To annually review, monitor and evaluate the Curriculum map.
2. To review and recommend the SEF for approval by the Trustees Boards
3. To review annually the School Development Plan and to advise the Trustee Board on priorities for the key areas of the curriculum.
4. To establish, monitor and review all relevant policies and procedures identified within the academy's policy review programme.
5. To ensure that the requirements of children with SEN are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCo and an annual report from the SEN linked Trustee.

Assessment and Improvement

6. To analyse data relating to the school's performance and to agree targets for pupil achievement.
7. To monitor and evaluate the effectiveness of leadership and management.
8. To monitor and evaluate the impact of quality teaching on the rates of pupil progress and standards of achievement
9. To monitor and evaluate pupil progress in all subjects, including any underachieving groups.

10. To monitor and evaluate providing for all groups of vulnerable [e.g. Looked After Children] and ensure their needs have been identified and addressed, and to evaluate their progress and achievement.
11. To monitor and evaluate the impact of Continuous Professional Development on improving staff performance.
12. To regularly review the Assessment Policy and to ensure that the policy is operating effectively.
13. To consider recommendations from external reviews of the school [e.g. Ofsted, School Improvement Partner], agree actions as a result of the reviews and evaluate the implementation of the plan.
14. To advise the Finance committee on the relative funding priorities necessary to deliver the curriculum.
15. To make recommendations to the Trustee Board on the arrangements for collective worship and the provision of religious education.
16. To make recommendations to the Trustee Board on the policy for the provision of sex education and the delivery of PSHE in school.
17. To advise the Trustee Board on arrangements required for pupils with special educational needs.
18. To consider complaints relating to the curriculum and to advise the Trustee Board.
19. To ensure all children have equal opportunities.

Engagement

20. To oversee arrangements for educational visits, including the appointment of a named Educational Visits Co-ordinator [EVC].
21. To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Staffing

22. To annually review procedures for dealing with staff discipline and grievance and make recommendations to the Trustee Board for approval.
23. To monitor approved procedures for staff discipline and grievance and ensure staff are kept informed of these.
24. To recommend to the Trustee Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
25. To ensure all staff comply with GDPR and have appropriate training so to do.

FINANCE AND GENERAL PURPOSE COMMITTEE

MEMBERSHIP

The Committee shall consist of five Trustees.

QUORUM

The Quorum must be three Trustees.

CHAIR

To be appointed by the Committee.

CLERK

School Manager.

FREQUENCY OF MEETINGS

Termly, as required.

TERMS OF REFERENCE

Finance and Audit

1. Initial review and recommendation of the annual budget to the Board of Trustees for approval
2. Review and recommendation of the financial statements for filing in accordance with Companies Act and Charities Commission requirements to the Board of Trustees for approval
3. Ensuring compliance with the Funding Agreement and all relevant financial regulations
4. Ensuring compliance with the Academies Financial Handbook
5. Approving applications for capital funding and overseeing capital investment and premises improvement programmes
6. Monitoring of actual expenditure against budget
7. Authorising the purchase of goods and services in line with the Financial scheme of Delegation
8. Authorising virements in line with the Financial Scheme of Delegation
9. Reviewing 2 to 5 year financial forecasts to ensure the sustainability of the Academy
10. Receiving and reviewing the termly reports of the Internal Audit service
11. Receiving and reviewing the annual external audit report

12. Monitoring the implementation of audit recommendations
13. Reviewing the effectiveness of financial and other control systems
14. Authorising the disposal of assets in line with the Financial Scheme of Delegation
15. Establishing, monitoring and reviewing all relevant policies and procedures on behalf of the Board. Finance, staffing and general purposes committee will recommend to the Board for approval
16. Determine annually the levels of charges for lettings
17. Determine annually the level of charges for school meals
18. Authorise signatories for the academy bank accounts
19. Agree the appointment of the Academy Auditors on behalf of the Board (every 3 years)
20. Ensure the requirements of the Financial Management Standards in schools are met
21. Review benchmarking reports at least annually

Premises and Health and Safety

22. To develop appropriate premises strategy and asset management plans
23. Oversee capital investment and premises improvement programmes
24. Receive reports on condition of building and school environment
25. Approve the Academy Health and Safety Policy
26. Review health and safety reports
27. Review letting policy as required

Risk Management

28. Approve the Academy Risk Management Policy and Procedures
29. Review the Academy Risk register termly

Marketing and Communications

30. Oversee an annual marketing and communications plan

APPEALS COMMITTEE

MEMBERSHIP:

The Committee shall consist of two Trustees, neither of whom should have taken part in the original decision; and one external appointee.

QUORUM:

The number of Trustees hearing any appeal must be equal to or greater than that of the committee taking the original decision. The Head will attend in an advisory capacity if appropriate.

CHAIR:

To be appointed by the Committee.

CLERK:

School Manager.

FREQUENCY OF MEETINGS:

As required.

TERMS OF REFERENCE

Hearing appeals against a decision made by another committee of the Board of Trustees. These will include appeals over capability or disciplinary action, grievance, dismissal and staff salaries.

PROJECT COMMITTEE [STRATEGIC]

MEMBERSHIP

Chair of Board
Vice Chair
Chair of Finances and General Purpose
Chair of Standards and Curriculum
Headteacher

QUORUM

The Quorum must be three Trustees.

CHAIR

To be appointed by the Committee.

CLERK

School Manager

FREQUENCY OF MEETINGS

Normally once a term or more frequently as required.

TERMS OF REFERENCE

1. To discuss current project management issues;
2. To discuss strategic issues;
3. To enable the Head Teacher to raise any matters of interest or concern.

PAY REVIEW COMMITTEE

MEMBERSHIP

The Committee shall consist of three Trustees

QUORUM

The quorum must be three Trustees

CHAIR

To be appointed by the Committee

CLERK

To be appointed by the Committee

FREQUENCY OF MEETINGS

One annual meeting between September and October, with further as required.

TERMS OF REFERENCE

1. Review and assess in accordance with the academy's performance management arrangements, all salaries and their determinations on an annual basis.
2. In accordance with the School Teachers Pay and Conditions Document and the academy Pay Policy, review the individual school range annually.
3. Carry out all the functions linked to Pay and Staffing Structure in line with the approved Academy Pay Policy.
4. Review annually and recommend to the board the Academy Pay Policy.
5. Review the academy staffing structure on an annual basis
6. Review Headteacher's job description on an annual basis

DELEGATION TO THE HEADTEACHER

1. Casual staff appointments.
2. Teaching Assistant appointments.
3. Support staff appointments.
4. Temporary teaching appointments to maintain the curriculum.
5. Arrangements for the termination of staff contracts.
6. To annually recommend staff salaries in accordance with the school's pay policy.
7. Day to day financial management of the school.
8. Approve educational visits.
9. Approve any expenditure costing up to £15,000 in line with Delegated Financial limits.