

COMMITTEES OF THE HCAT TRUST BOARD – MEMBERSHIPS AND TERMS OF REFERENCE

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.

APPEALS PANEL

Membership

Not less than three eligible trustees

Quorum: 3

Chair: to be elected at each meeting

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: when required

Terms of Reference

To consider and decide on any appeals against the decisions of committees of the Board.

AUDIT AND RISK ASSURANCE COMMITTEE

Membership

Mr Lakin

Mr Mathias

Mrs Winn

Reserve: any other eligible trustee (the CEO/Accounting Officer is not eligible to serve on the Committee)

Attendees: Mrs K Beal (A&B); Ms L Lattimore (A&B); Mrs E MacDonald (A&B); Mr K Matchett (A&B); Mr C Priestley (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: termly

Terms of Reference

- To advise the Board of Trustees 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 recommend to members the appointment of the external auditors.
 - To recommend the programme of independent checks on financial controls and systems.
 - To receive auditors' reports and to recommend to the Board of Trustees 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.
- To review relevant sections of the Trust's risk register.

BUSINESS DEVELOPMENT COMMITTEE

Membership

Mr Huscroft
 Mr Lakin
 Mr Mathias
 Miss L Winn

Reserve: any other eligible trustee

Attendees: Mr M Batty (Trust ICT Lead); Mrs K Beal (A&B); Ms L Lattimore (A&B); Mrs E MacDonald (A&B); Mr K Matchett (A&B); Mr C Priestley (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: termly

Terms of Reference

- To plan and manage strategic business development, including the formulation, monitoring and evaluation of the Trust's business strategy and plan.
- To co-ordinate applications for additional grant funding to support business development.

- To ensure effective due diligence in relation to schools wishing to join the Trust and make recommendations to the Board of Trustees.
- To provide support in relation to the conversion process for schools joining the Trust.

- To approve/recommend for approval policies and procedures relating to business development.

- 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 monitor Trust-wide ICT provision.

- To make recommendations in relation to tendering and procurement policy and practice.

- To co-ordinate the Trust's marketing strategy, including corporate branding.
- To organise corporate events and conferences.
- To include legal disclosures on the corporate website.

- To review annually (in the Summer term) the relevant section(s) of the scheme of delegation, for approval by the Board of Trustees.

- To review relevant sections of the Trust's risk register.

In relation to new LGBs:-

- To consider due diligence reports and make recommendations to the Board.
- To recruit to new LGBs and make recommendations on membership to the Board of Trustees.
- To advise trustees on standards, leadership and finance.

CAPITAL ALLOCATIONS COMMITTEE

Membership

Mr Huscroft
 Mr Mathias
 Miss Winn

Reserve: any other eligible trustee

Attendees: Mrs K Beal (A&B); Ms L Lattimore (A&B); Mrs E MacDonald (A&B); Mr K Matchett (A&B); Mr C Priestley (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: annually and additionally as required

Terms of Reference

To control, make recommendations, monitor and report on the use of the Trust's capital funding, with due reference to the agreed selection criteria.

FINANCE COMMITTEE

Membership

Mrs L Cunningham

Mrs J Edwards

Mr Huscroft

Mr Wilson

Reserve: any other eligible trustee

Attendees: Mrs K Beal (A&B); Ms L Lattimore (A&B); Mrs E MacDonald (A&B); Mr K Matchett (A&B); Mr C Priestley (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: at least termly

Terms of Reference

- To ensure the financial sustainability of the Trust.
- To consider indicative funding, notified annually by the ESFA, 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 ESFA and the Academy Trust 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 contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals.
 - 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 investigate financial irregularities at school level.
 - To agree contracts and make payments Trust-wide or not relating to a school.
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- To agree contracts or other binding agreements, in accordance with the tendering policy.
 - To make payments in accordance with the tendering policy.
 - 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.
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- To approve/recommend for approval policies and procedures relating to financial management, including the Trust's central charging policy and the charging policy for schools and the SCITT [schools/the SCITT may be allowed some flexibility within the Policy].
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- To review annually (in the Summer term) the relevant section(s) of the scheme of delegation, for approval by the Board of Trustees.
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- To approve the scheme for paying trustee/stakeholder representative expenses.
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- To review relevant sections of the Trust's risk register.

OPERATIONS COMMITTEE

Membership

Mrs J Edwards
Mrs Hough

Mr Huscroft
Mr Wilson

Reserve: any other eligible trustee

Attendees: Mrs K Beal (A&B); Ms L Lattimore (A&B); Mrs E MacDonald (A&B); Mr K Matchett (A&B); Mrs C Mudd (A&B); Mr C Priestley (A&B); Mrs F Ward (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: at least termly

Terms of Reference

- To agree the scheme for job evaluation and ensure its effective implementation.
- 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.
- To approve personnel policies and procedures, including disciplinary and capability.
- To agree general employment terms and conditions (not an individual's pay/package) for HCAT staff.
- To appoint headteachers and centrally employed staff.
- To dismiss staff in accordance with agreed policies.
- To liaise with trade unions in relation to personnel policy and practice.
- To ensure Public Sector Equality Duty impact assessments are undertaken.

- 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 trustee training and development.

- To approve/recommend for approval operational policies and procedures.

- To review annually (in the Summer term) the relevant section(s) of the scheme of delegation, for approval by the Board of Trustees.
- To appoint governors to LGBs.

- To review relevant sections of the Trust's risk register.

PAY COMMITTEE

Membership

Mrs Edwards
Mrs Hough
Mr Huscroft
Mr Wilson

Reserve: any other eligible trustee

Attendees: Mrs K Beal (A&B); Ms L Lattimore (A&B); Mrs E MacDonald (A&B); Mr K Matchett (A&B); Mr C Priestley (A&B); Mrs F Ward (A&B)

Quorum: 3

Chair: to be elected at each meeting

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: annually and additionally as required

Terms of Reference

To make decisions in relation to staff pay, in accordance with the agreed Pay Policy.

PUPIL EXCLUSIONS COMMITTEE

Membership

Not less than three trustees

Quorum: 3

Chair: to be elected at each meeting

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: when required

Terms of Reference

To consider permanent exclusions and fixed period exclusions exceeding 15 school days per term, in accordance with the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and associated statutory guidance.

RAPID IMPROVEMENT SUB-COMMITTEE

Membership

Any three trustees, at least two with educational backgrounds

Attendees: Mr D Marks (A&B); Mrs M Milner (A&B); Mrs C Mudd (A&B)

Quorum: 3

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: termly

Terms of Reference

- To approve rapid improvement plans for schools causing concern.
- To receive regular updates on progress against rapid improvement plans.
- To report to the School Improvement Committee and full Board on progress against rapid improvement plans.

SAFEGUARDING, HEALTH AND SAFETY COMMITTEE

Membership

Mr Mathias

Mrs O'Connell

Mr Wilson

Miss Winn

Mrs Winn

Reserve: any other eligible trustee

Attendees: Ms L Lattimore (A&B); Mrs E MacDonald (CEO); Mr D Marks (A&B); Mr K Matchett (A&B); Mr C Priestley (A&B); Mrs S Wilson (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: termly

Terms of Reference

- To consider the Trust's obligations in relation to all aspects of safeguarding, including child protection, safer recruitment and e-safety.
- To monitor safeguarding data.
- To make recommendations in relation to safeguarding practice/provision.

- To ensure action is taken in response to safeguarding audits.
- To monitor online safety provision.
- 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 make recommendations in relation to health and safety practice/provision within the Trust.
- To approve/recommend for approval policies and procedures relating to safeguarding, health and safety.
- To review annually (in the Summer term) the relevant section(s) of the scheme of delegation, for approval by the Board of Trustees.
- To review relevant sections of the Trust's risk register.

SCHOOL IMPROVEMENT COMMITTEE

Membership

Mrs Edwards
 Mr Huscroft
 Mrs MacDonald
 Mrs O'Connell
 Mr Wilson
 Miss Winn
 Reserve: any other eligible trustee

Attendees: Mrs K Beal (A&B); Mr J Capper; Ms L Lattimore (A&B); Mr D Marks (A&B); Mrs M Milner (A&B); Mrs C Mudd (A&B)

Quorum: 3

Chair: to be elected at annually

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: termly

Terms of Reference

- To oversee curriculum provision and facilitate the sharing of good practice.
- To evaluate the impact of the curriculum.

- To closely monitor standards and achievement, including quality of teaching.
- To approve challenging school-level progress targets.
- To monitor provision in relation to disadvantaged pupils.
- To monitor provision in relation to pupils with SEND/additional needs.
- To approve/recommend for approval school improvement policies and procedures.
- To evaluate trust-wide standards and progress.

- To monitor attendance and persistent absence data.

- To establish and keep under review the behaviour policy for pupils.

- To monitor behaviour data.
- To evaluate the impact of the behaviour policy for pupils.
- To ensure action is taken in response to behavior audits.

- To set times of the school day and term dates.
- To consult annually before agreeing admissions policy.
- To establish the appeals policy, procedure and panel.
- To make admissions decisions (prior to appeal).
- To deal with complaints against the Trust in accordance with the agreed policy.

- To approve and keep under review the appraisal policy (linked with pay and capability procedures).
- To implement the appraisal and capability process in relation to headteachers.

- To approve the trust-wide school improvement plan.
- To evaluate the impact of the improvement plan and overall school performance, including standards and achievement.
- To assess whether a school requires support in one or more areas.
- To review the designation of schools causing concern.

- To review annually (in the Summer term) the relevant section(s) of the scheme of delegation, for approval by the Board of Trustees.

- To review relevant sections of the Trust's risk register.

SCITT COMMITTEE

Membership

Mr Huscroft

Mrs MacDonald
Mrs O'Connell
Mr Wilson
Mrs Winn

Reserve: any other eligible trustee
Attendees: Mr J Boden (Secondary ITT Lead); Ms L Lattimore; Mrs M Milner (Founding Headteacher); Mrs D Prescott (Executive Headteacher)

Quorum: 3 (trustees must form the majority)
Chair: to be elected at annually
Governance Professional: Tony Hammond, IPC Services
Frequency of meetings: termly

Terms of Reference

- To ensure the recruitment and selection process is effective and responsive to the local context.
- To monitor the preparation of trainees for employment and induction.
- To agree the ITE curriculum plan and monitor and evaluate the delivery and impact of the plan.
- To monitor and evaluate the quality of education and training provided.
- To ensure the ongoing formative assessment of trainees.
- To ensure accurate and rigorous final summative assessments for the award of QTS.
- To ensure stakeholder feedback is used to review and improve provision.
- To monitor employment data.
- To monitor compliance with relevant legislation and guidance, including ITE statutory criteria and requirements relating to the promotion of equality and diversity, the elimination of discrimination and safeguarding (including e-safety).
- To consider the external moderator's report and determine which trainees are awarded QTS.

HEADTEACHERS' PARTNERSHIP BOARD

Membership

All HCAT headteachers (or their representatives) and executive officers

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: at least termly

Terms of Reference

- To provide feedback on key Trust policies and practice.
- To share good practice.

HCAT CHILDREN'S COUNCIL

Membership

HCAT school council representatives

Governance Professional: Tony Hammond, IPC Services

Frequency of meetings: at least termly

Terms of Reference

- To provide feedback on the pupil/student experience.