



FINANCE, AUDIT AND PREMISES COMMITTEE TERMS OF REFERENCE

Purpose:

To assist the decision making of the Academy Board, by enabling detailed consideration to be given to the best means of fulfilling the Academy Board's responsibility for sound management of the Academy's finance and resources and that the premises are managed and developed, ensuring proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the Academy Board on a regular basis.

Major issues will be referred to the full Academy Board for ratification and financial decisions as per the scheme of delegation.

This committee includes the remit of an audit committee (see separate Terms of Reference section below).

Membership:

The committee shall comprise at least six members of whom one is the Principal or his representative. Additional members may be co-opted or attend as necessary. Additionally the Responsible Officer, who chairs the Audit Committee, attends this committee as an observer without voting rights.

Quorum: The quorum is three members, excluding both the Principal and Responsible Officer.

Meetings: The committee shall meet once a term or otherwise as necessary prior to the meeting of the Academy Board. Minutes of meetings will be circulated to the Academy Board.

Terms of Reference (General)

1. The membership of the committee will be agreed on an annual basis at the first meeting of the whole Academy Board in the autumn term.
2. The Chair and Vice Chair of the committee will be elected by the committee on an annual basis at the first meeting of the committee in the autumn term. No Director employed at the Academy will act as Chair to the committee.

3. The Committee will regularly review (and amend if necessary) Academy policies that the Board has delegated responsibility for, as detailed on the Academy Policy Review schedule.
4. In the absence of the Chair, Vice Chair or Clerk the committee will elect a replacement for the meeting.
5. The Responsible Officer will chair the items of the agenda that relates to the Audit Committee.
6. The Clerk to the committee will circulate an agenda and papers for each meeting at least a week before the committee meeting.
7. The Chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole Academy Board. Minutes of the committee will be circulated to the Academy Board.
8. Each 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 Academy staff who are not Directors.
9. Any Director may attend meetings of committees.

Terms of Reference (Finance Section)

1. To consider the Academy's indicative funding, notified annually by the EFA, and to assess its implications for the Academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the Academy Board.
2. To consider and recommend acceptance/non-acceptance of the Academy's budget.
3. To contribute to the formulation of the Academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.
4. To receive and make recommendations on the 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.
5. To liaise with and receive reports from the Pay and Personnel Committee, Huish Leisure Ltd and Teaching and Learning committee, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
6. To monitor and review income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial

regulations of the EFA, drawing any matters of concern to the attention of the Academy Board.

7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
8. To monitor the financial performance of Huish Leisure Ltd, including the AGP, and report to the Academy Board.
9. To receive the audited financial statements and accounting policies and recommend to the Full Board for approval.
10. To receive auditors' reports and to recommend to the full Academy Board action as appropriate in response to audit findings.
11. To liaise with the Responsible Officer on his/her programme.
12. To recommend to the full Academy Board the appointment or reappointment of the auditors of the Academy.
13. To review financial policy and statements, including consideration of long term financial planning and resources
14. To monitor the accounts of voluntary or "unofficial" funds held by the Academy and receive the auditor's annual report
15. To have regard to the principles of Value for Money.
16. To have regard for improving efficiencies across all aspects of academy expenditure.
17. To review the lettings policy and charges annually

Terms of Reference (Premises Section)

1. To monitor improvements to facilities relating to Teaching and Learning contained in the Academy Improvement Plan
2. To ensure that statutory directions on Health and Safety matters are carried out, including regular Health and Safety checks
3. To ensure that recommendations for action following inspections and audits are satisfactorily carried out
4. To report regularly to the full Academy Board on the state of repair of the Academy's property

5. To ensure that adequate insurance is provided for premises and contents
6. Oversee the preparation and implementation of relevant contracts as per the Schemes of Delegation

Terms of Reference (Audit Committee)

Audit committee functions should be established in such a way as to achieve internal scrutiny which delivers objective and independent assurance, which means that:

1. staff employed by the trust should not be members of an audit committee, but may attend to provide information and participate in discussions
2. where the trust operates a combined finance and audit committee, staff may be members but should not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions

The accounting officer and other relevant senior staff should routinely attend the committee in the capacity set out directly above. (AFH 2016, 2.43)

The Audit Committee membership shall comprise of the Responsible Officer as Chair, and as many Directors as required depending on the size of the audit undertaken. Responsible Officer Constraints:

1. The Responsible Officer will not be an employee of the Academy;
2. The Responsible Officer will not be the Chair of the Academy Board;
3. The Responsible Officer will not be a member of the Finance, Audit & Premises Committee. He/she will attend the Finance, Audit and Premises Committee as an observer during the finance and premises business and will have no voting rights. The Responsible Officer will then chair the audit business of the meeting;
4. The Responsible Officer will have an appropriate level of qualifications/experience to carry out the role;
5. The Responsible Officer will neither charge nor be paid by the Academy;

Duties of the Responsible Officer:

1. To Chair the items on the FAP agenda that relate to the Audit Committee
2. The Responsible Officer post is intended to provide an independent oversight of the academy's financial affairs and to provide the governing body with on-going independent assurance that:

- the financial responsibilities of the governing body are being properly discharged;
 - resources are being managed in an efficient, economical and effective manner;
 - sound systems of internal financial control are being maintained; and
 - financial considerations are fully taken into account in reaching decisions;
3. To receive the quarterly internal audit reports;
 4. To review minutes of Directors meetings to ensure sound and transparent financial decisions are being taken across the board ;
 5. To discuss with the external auditor and appropriate bodies the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.

The main functions of the Audit Committee are to:

1. Help promote the highest standards of propriety in the use of public funds and encourage proper accountability for the use of those funds;
2. Promote a climate of financial discipline and control which will help to reduce the opportunity for financial mismanagement and fraud;
3. Improve the quality of financial reporting by reviewing internal and external financial statements on behalf of the board;
4. Promote the development of internal controls systems which will help satisfy the board that the body concerned will achieve its objectives and targets and is operating:
 - in accordance with any statutory requirements for the use of public funds;
 - within delegated authorities in line with the Academies Financial Handbook and Funding Agreement;in a manner which will make most economic and effective use of resources available.

Duties of the Audit Committee:

1. To review the Academy's internal and external financial statements and reports to ensure that they reflect best practice;
2. To consider all relevant reports by the National Audit Office or the appointed external auditor, including reports on the Academy's accounts, achievement of value for money and the response to any management letters;
3. To review the effectiveness of the Academy's internal control system to ensure that the aims, objectives and key performance targets of the organisation are achieved in the

most economic, effective and environmentally preferable manner, and that risks are identified and addressed;

4. To ensure that the Academy's internal audit service meets, or exceeds, the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service;
5. To consider and advise the board on the Academy's annual and long-term audit programme;
6. To monitor and review the arrangements for the deterrents and detections of fraud and corruption
7. To consider internal audit quarterly checks, including value-for-money reports and the arrangements for their implementation; and ensure that the Academy meets with the duties and obligations of the Academies Financial Handbook.
8. To review the operation of the Academy's code of practice for board members and code of conduct for staff as they relate to appropriate matters (i.e expenses policies;
9. To consider any other matters where requested to do so by the board; and report at least once a year to the board on the discharge of the above duties.
10. Where there are any issues or concerns regarding financial mismanagement, the procedures outlined in the Confidential Reporting Code will be followed.

Recommended by Committee: 10 October 2017 – agreed by Board 4/12/17



PAY AND PERSONNEL COMMITTEE

TERMS OF REFERENCE

This is not a statutory committee but the Academy Board has a number of statutory functions and it is strongly recommended that these functions be delegated to this committee at the start of each year.

Purpose: To assist the decision making of the Academy Board, by allowing detailed consideration of Pay and Personnel matters.

To make appropriate reports and recommendations on such matters to the Academy Board on a regular basis.

Decisions will be reported to the full Academy Board.

Membership: The committee shall comprise at least four members excluding the Principal (or the Vice Principal). Additional members may be co-opted or attend as necessary.

Quorum: The quorum is three members, excluding the Principal.

Meetings: A report of the business conducted will be made at the next full Board meeting.

Operation:

Members of this committee should not have any financial interest or personal relationship with any employee of the Academy. Staff, with the exception of the Principal (or in his absence the Vice Principal) and the Business Manager, are excluded from attending this Committee. The Principal should not be present whenever matters relating to his/her employment, grading or salary are under consideration. The Business Manager should not be present for discussions relating to his/her employment or that of other members of the SLT.

All minutes of this Committee are to be considered as confidential. Reports to the Full Academy Board should exclude staff specific references as far as possible. The Clerk to the Directors will take the minutes of all meetings.

Whilst staff grades and remuneration are normally considered annually, the other responsibilities of this Committee may require more frequent meetings. The Committee will review Academy policies relating to personnel issues as scheduled for ratification by the full Academy Board.

Specific Responsibilities

- To consider the overall staffing levels and requirements of the establishment to discharge the Academy's responsibilities and to consider any changes in existing contracts of teaching and support staff submitted by the Principal.
- Approve teachers' salaries, including recommendations from Senior Leadership Team on whether to award performance pay in line with the Academy's Pay Policy, ensuring that staff performance has been fully and fairly considered in totality. Initially this should be undertaken by the Principal and one member of the Pay and Personnel Committee before presentation to the full committee.
- Monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.
- To review the salaries of individual Lead Practitioners
- To review the salaries of members of the Senior Leadership Team within the approved framework using information provided by the Principal and taking into account pay differentials.
- To review the salary of the Principal within the approved framework of the establishment using the information contained in the AIP (Academy Improvement Plan) and the report of the Principal's Performance Management Group.
- The Academy Board may refer items back only where the Pay and Personnel Committee has exceeded its powers.
- To review, make available and adopt where appropriate:
 - Procedures for dealing with discipline and grievances and ensure that all staff are aware of them;
 - Criteria for redundancy as and when required
 - Pay and Appraisal Policies including the criteria for pay progression.
- To liaise closely with the Principal and the Finance, Audit and Premises Committee at the time the budget is being decided in considering teaching and support staff levels in the context of the Academy Improvement Plan and available funds. Additionally to identify and consider budgetary implications of pay decisions and consider these in the Academy's spending plan.
- Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Principal.
- To assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.

Committee Operating Procedures

Members of this Committee will be provided with sufficient and adequate information relating to Pay and Personnel issues to enable them to discharge their responsibilities in a fair and objective manner. This to include:

- Current regulations/agreements determined by National and/or Local Authority pertaining to establishment levels, grades and salaries.
- Recommendations for regradings must be supported by a copy of a current job specification and responsibilities, together with a proposed new job specification – sufficient to identify justification for regrading. Staff may submit a letter to support their case to aid Directors in making their decision.
- The Principal to provide his/her recommendation together with full costs in writing prior to the meeting.
- A Performance Review structure will be provided for all staff.
- Committee decisions relating to individual posts must be communicated to the staff concerned in writing by the Chair or Principal.

Terms of Reference (General)

- The membership of the committee will be agreed on an annual basis at the first meeting of the full Academy Board in the autumn term.
- The Chair and Vice Chair of the committee will be elected by the committee on an annual basis at the first meeting of the committee in the autumn term. In the absence of the Chair or Vice Chair the committee will elect a replacement for the meeting.
- The Clerk to the committee will circulate an agenda and papers for each meeting at least a week before the committee meeting.
- The Chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole Academy Board.
- Any Director, excluding Staff Directors, may attend meetings of a committee.

Recommended by Committee: 21 November 2017 – agreed by Board 4/12/17



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ADMISSIONS COMMITTEE

TERMS OF REFERENCE

Purpose: To consider admission applications and make decisions on behalf of the Academy Board

Decisions will be reported to the full Board.

Membership: The committee shall comprise at least three directors with the Principal or his representative in attendance. Additional directors may be co-opted or attend as necessary.

Quorum: The quorum is three directors, excluding any directors who are members of staff.

Meetings: The committee shall meet as necessary. Meetings may be held electronically if all committee members are in agreement.

Terms of Reference (specific)

- Minutes of the committee meetings will be approved and then signed as an accurate record by the Chair and Vice Chair of that meeting.

Responsibilities/Powers

This committee is charged with ensuring that issues relating to the admission of pupils/students to the Academy comply with the Board of Directors' approved policies – as set out in the document 'Admissions Policy'.

Terms of Reference (General)

- All members of the Board will be eligible to sit on the committee whenever a meeting is convened or take part electronically if previously agreed.
- The Chair and Vice Chair of the Committee will be elected at the first meeting of the Admissions Committee which needs to be held before the second Full Board meeting in order to review the Terms of Reference and Admissions Policy for the next academic year.

- The Committee will regularly review (and amend if necessary) Academy policies delegated by the Board as detailed on the Academy Policy Review schedule.
- The Clerk of the committee will usually circulate papers for each meeting electronically.
- The Clerk of the committee will be responsible for giving a summary of information to the Principal for inclusion in his report to the whole Board.
- The Chair 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 academy staff who are not directors.

Recommended by the committee 10 November 2017 – agreed by board 4.12.17



PRINCIPAL'S PERFORMANCE REVIEW PANEL

TERMS OF REFERENCE

- Purpose:** To ensure the professional and timely completion of the Principal's Performance Review process
- Membership:** The Panel shall comprise at least three members of the Academy Board, none of whom will be staff Directors. Additional members of the Academy Board may be co-opted or invited to attend as necessary.
- Quorum:** The quorum is two members, excluding the Principal
- Meetings:** The Panel shall meet with the Principal at least once a year. The Panel shall also meet without the Principal, at least once a year. Where deemed necessary by the Panel, an additional meeting, or meetings, may be scheduled.

Terms of Reference (specific)

Minutes of the Panel meetings will be approved and then signed as an accurate record by the Panel Chair, Vice Chair and the Principal.

Responsibilities/Powers

The Panel should work with the Principal to create and monitor a series of annual objectives.

The Panel should report back to the Academy Board annually.

Terms of Reference (General)

- The Chair and Vice Chair of the committee will be elected by the committee on an annual basis at the first meeting of the committee in the autumn term.
- To prepare an annual appraisal of the Principal's performance in relation to each objective.
- The targets will be completed by 31 December
- To ensure that this appraisal is based on evidence;

- To hold annual reviews with the Principal, to consider whether the objectives have been met, partly or fully.
- To consider objectives for the following year and, where necessary, to arrange a further meeting for this purpose
- To provide the Principal with the opportunity to self-evaluate
- To ensure the Principal is provided with a written record of each annual appraisal.

Recommended by panel 21 November 2017 – agreed by the Board 5/12/16



TEACHING AND LEARNING

TERMS OF REFERENCE

Purpose: To assist the decision making of the Academy Board, by allowing detailed consideration of Teaching and Learning matters.

Membership: The committee shall comprise at least six members of whom one is the Principal or his representative. Additional members may be co-opted or attend as necessary.

Quorum: The quorum is three members, excluding the Principal or his representative

Meetings: The committee shall meet once a term or otherwise as necessary prior to the meeting of the Academy Board. Minutes of meetings will be circulated to Academy Board meetings.

Responsibilities

The full Academy Board must take all decisions concerning its responsibilities for the curriculum. The committee's task is to make recommendations. These should include:

1 Advising the Academy Board on:

- The Academy's curriculum policy
- Oversight of the Academy curriculum
- Monitoring the educational provision aspects of the Academy Improvement Plan
- Regularly reviewing and updating the T&L nominated entries to the Academy Risk Register

2 Providing the Academy Board with information about:

- How the curriculum is taught, evaluated and resourced in collaboration with the Principal and staff
- The quality of learning and teaching
- Examination results
- How Continuous Professional Development (CPD) supports the delivery of the curriculum and students' learning.

3 Reviewing Policies:

- The Committee will regularly review (and amend if necessary) Academy policies that the Board has delegated responsibility for, as detailed on the Academy Policy Review schedule.

4 Ensuring, on behalf of the Academy Board that:

The requirements of vulnerable children with special educational needs are met as laid out in statutory guidance *With Respect to Pupils*:

- To approve a statement prepared by the Principal on pupil discipline, including a policy for the exclusion of pupils, and recommend adoption by the Academy Board.
- To approve the Principal's recommendations, following appropriate consultation, on pastoral care and pupil welfare, homework, the dress and appearance of pupils, and the health and safety of pupils.

Conduct:

- The Chair and Vice Chair of the committee will be elected by the committee on an annual basis at the first meeting of the committee in the autumn term. No Director employed at the Academy will act as Chair to the committee.
- In the absence of the Chair or Vice Chair the committee will elect a replacement for the meeting.
- The Clerk to the committee will circulate an agenda and papers for each meeting at least a week before the committee meeting.
- The Chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole Academy Board.

Recommended by T&L 17 October 2017 – agreed by Board 4/12/17