

## **THE HOLY FAMILY EDUCATION TRUST**

### **TERMS OF REFERENCE**

#### **FINANCE, STAFFING AND RESOURCES**

- To receive and review reports on the financial position of the School and Sixth Form College.
- To liaise with the Curriculum Standards and Raising Achievement Committee of the Local Governing Body regarding the School's Improvement Plan and ensure that priorities are reflected in the annual budget.
- To consider and approve the draft annual budget.
- To monitor termly spending as laid down in the budget.
- To monitor and determine spending patterns and proposals from other Committees.
- To ensure good financial management effective internal controls are in place and regularly reviewed.
- To ensure that a business continuity plan is in place and reviewed
- To consider and approve the School and College charging policy and review the policy on an annual basis.
- To review and approve the School and College letting policy and determine charges for lettings.
- To receive regular reports on premises related matters
- To consider solutions to repair and maintenance problems and enable the Headteacher and designated staff to address these problems.
- To ensure that tendering arrangements are in place in respect of works to the buildings and site (The Headteacher, School Business Manager, Chair and Vice Chair of Director consider tenders)
- To consider and approve ways of developing and improving the buildings site.
- To review the audited accounts.
- To consider matters arising from health and safety inspection reports and actions (including completion of annual risk assessment) and assist in the implementation of the Health and Safety Policy.
- To review annually the Health and Safety Policy.
- To review and agree the staffing structure in accordance with the School and College requirements.
- To consider and approve on behalf of Directors any new or amended staffing policies and procedures to comply with employment and other legislation.
- To ensure that procedures are in place with regards to employment policies and included as part of the overall School and College Improvement Plan.
- To ensure that diversity and equal opportunities policies are adopted implements and their effectiveness monitored.
- To receive reports in respect of workforce reform.
- Approve changes to School and College leadership roles and responsibilities.
- To approve changes to the roles and responsibilities of other staff.
- To consider staff leave of absence requests if required.
- To contribute to the School and College Development Plan and monitor its progress.
- To review and monitor staff appraisal policy following consultation with staff and ensure that procedures are in place in order to monitor and review their effectiveness.

- The Committee may also undertake the duties of the Audit Committee see section 2.4 of the Academies Financial Handbook in relation to the establishment of an Audit Committee.

### **CURRICULUM STANDARDS AND RAISING ACHIEVEMENT COMMITTEE**

- To liaise with the Headteacher over the preparation of the School Improvement Plan and monitor its progress and implementation.
- To monitor the development of extended School and College provision.
- To regularly review information/data in respect of the School and College performance
- To commission and receive reports from the School concerning the curriculum in response to national and School/College needs and to monitor and review the curriculum provision in the School and College.
- To receive regular reports from Departmental Heads and Senior Management Team.
- To receive internal and external presentations on curricular areas.
- To receive and consider RAISE Online reports, Ofsted Inspection Dashboard.
- To monitor the impact of the Pupil Premium on student's learning and attainment (including its use in supporting more able students from disadvantaged backgrounds).
- To consider and review curriculum policies within a rolling programme.
- To consider and monitor the impact of policies and curriculum developments.
- To advise the Finance, Staffing and Resource Committee of resources in the various curricular areas.
- To receive external reports including those from the School Improvement Partner.

### **SOCIAL, MORAL, SPIRITUAL AND CULTURAL AND SAFEGUARDING DEVELOPMENT AND PASTORAL PROVISION (THE LOCAL GOVERNING BODY)**

- To advise the Finance, Staffing and Resources Committee regarding resources in respect of students.
- To contribute to the School Improvement Plan and monitor its progress -
- To review and approve the School Attendance Policy.
- To review attendance of students on a termly basis and receive regular reports from the Attendance Officer.
- To review and recommend the School Behaviour Policy to the Directors.
- To recognise individual student achievement.
- To receive reports on communications with parents including any analysis of questionnaires to parents and students.
- Review and monitor pupils at risk of exclusion.
- To consider decisions of the Headteacher to exclude a pupil or to permanently exclude a pupil.
- To monitor and review communication throughout the School and College
- To review the School and College Communication Policy on an annual basis.
- To ensure that the School website is reviewed regularly
- To report on the impact of the Pupil Premium
- Review the School aims, ethos and mission statement and make recommendations to the Directors.
- Ensure that the ethos of the School and College is reflected throughout the School.
- To review policies as they relate to students.
- To regularly review the School and College safeguarding policies and procedures.
- To receive reports on school and college links with other schools and the community.

## **STAFF DISMISSAL COMMITTEES**

### **INITIAL/NOMINATING COMMITTEE**

- Consider the overall staffing needs in the light of the School and College budget, desired staffing structure, management structure, curriculum requirements etc.
- Establish whether a potential redundancy situation exists.
- Liaise and consult with unions and staff (via the Headteacher if the committee so determines) and consider any representations from staff and unions.
- Consider any alternatives to redundancy.
- Consider any applications for voluntary redundancy.
- Determine the criteria which are to be used to select staff to be made redundant.
- Set the overall timetable for redundancy.
- Determine which employees it is proposed are to be made redundant on the basis of selection criteria set by the Initial/Nominating Committee.
- Arrange for employees selected to be notified (via the Headteacher) of this.

### **HEARING COMMITTEE**

- Consider any representations made by a member of staff on the proposal that he/she be made redundant.
- Determine whether the dismissal proposal should stand or not.
- Arrange for the employee and to be informed in writing of the decision and the reason for it (via the Headteacher).
- To hear any cases relating to the capability, grievance or disciplinary matters.
- To hear any complaints as directed by the Directors

### **APPEALS COMMITTEE**

- To consider any appeal made by a member of staff on the proposal that he/she be made redundant.
- To hear appeals on disciplinary matters and appeals under the grievance and capability procedures.
- Determine whether the appeal should be upheld or not.
- Arrange for the employee and the Diocese (LA if appropriate) to be informed of the decision (via the Headteacher).

### **PAY REVIEW AND PERFORMANCE MANAGEMENT COMMITTEE**

- To meet with School/College Improvement Partner (SIP) and set Headteacher's performance objectives.
- Monitor Headteacher's performance objectives.
- Review the salary of the Headteacher.
- To review /approve the implementation of the School's/College Pay Policy for all staff and production of salary statement for teachers and leadership group posts as required by law.

### **PAY APPEALS COMMITTEE**

- To consider any appeals against grading/assessments for members of staff (Head, Deputy Head, Teaching and Non-Teaching Staff) and decide whether the appeal can be upheld

### **ADMISSIONS COMMITTEE**

- To review the Admission Policy annually and where changes are proposed that consultation is carried out within a set time scale

- To ensure that the Diocese and Local Authority receive a copy of the admissions policy and that it is published on the School's website within set timescales.
- To consider applications for admission to the School and College.
- Where there are appeals in respect of admissions to the School, arrangements are made with the Democratic Services Team of the Local Authority