

THE HOLY FAMILY EDUCATION TRUST
Committee and Terms of Reference
November 2017-18

Curriculum Standards and Raising Achievement

Committee

Mrs G Proudlock
Mrs S Harrison
Mrs P Connor
Mr D Jeffery
Mr J Relton
Mr S Hammond
Father Michael Griffiths
Mrs J Dolphin
Quorum 3 plus Headteacher

Finance, Staffing and Resources Committee

Mrs G Proudlock
Mrs S Harrison
Mrs P Connor
Mr D Jeffery
Mr J Relton
Mr S Hammond
Father Michael Griffiths
Quorum 3 plus Head Teacher

**Social, Moral, Spiritual and Cultural Development and
Pastoral and Safeguarding Provision**

Fr N Jennings
Ms T Hooks
Mr L Nicholson
Mr R Cook
Mrs S Harrison
Mrs G Jewson
Mrs S Marshall
Dr G Trory

Quorum 5

Admissions Committee

Mrs S Harrison (Chair)
Quorum 2

Staff Dismissal Committees

Initial/Nominating Committee

Mrs Proudlock (Chair)
Quorum 3

Hearing Committee

Mrs P Connor (Chair)
Quorum 3

Appeals Committee

Father Michael Griffiths (Chair)
Quorum 3

Pay Review and Performance Management Committee

Mr Jeffery
Mrs Proudlock
Quorum 2

Pay Appeals Committee

Mr Relton
Mrs Connor
Mrs Harrison
Quorum 3

DIRECTORS QUORUM 5

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 ASP 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 review regularly the School Mission Statement, core Christian values and ethos of the School
- To review policies in respect of worship in the School.
- To ensure the promotion of British Values as part of the Spiritual, Moral, Social and Cultural development in the School and having due regard to the prevent agenda.
- To review the school admission policy annually in liaison with the Diocese and make recommendations to the Academy Trust.
- To review and monitor transition arrangements for students
- To receive reports on student attendance.
- To monitor student behaviour and exclusions.
- To review and consult on the annual written statement of general principles of student discipline and make recommendations to the Academy Trust.
- To monitor provision for vulnerable students in the School.
- To ensure the promotion of health and safety to all.
- To monitor policies and procedures in the School in relation to child protection and safeguarding.
- To ensure that the self review audit report for safeguarding and child protection is completed annually.
- To promote and celebrate students success and achievements.
- To receive regular reports/presentations from the Student Council/Student Groups in the School.
- To receive reports on communications with parents including analysis of any questionnaires to parents and parental engagement and community links.
- To review regularly the school website and information for parents.
- To promote and receive regular updates on school/parish links.

- To monitor the impact of school visits on students learning and spiritual development.
- To consider annual term time dates for the School and make recommendations to the Academy Trust.

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