



Cedars Academy Trust

Trustee Committees Terms of Reference

September 2024

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CURRICULUM & STANDARDS COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall be not less than three trustees.

2. Quorum

The quorum for meetings of the Committee shall be three trustees, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

- 4.1 To review, monitor and evaluate the curriculum offer.
- 4.2 To monitor school based, local and national performance data and reports, evaluating achievement and progress, and analysing the performance of different groups and subjects including any underachieving groups.
- 4.3 To ensure that the requirements of children with special educational needs are met, as laid out in the Code of Practice, and receive termly reports from the Principal and/or SENCO.
- 4.4 To ensure that the school meets the General and Specific Equality Duties in relation to teaching and learning, curriculum, achievement and progress.
- 4.5 To monitor and review pupil attendance and exclusions information, and to evaluate strategies to improve these areas.
- 4.6 To monitor the implementation of, and evaluate the outcomes of, the Behaviour Policy.
- 4.7 To monitor and review safeguarding incidents and practice within the school, including how the Child Protection Policy adopted by the trust board is being implemented and the impact of any changes in safeguarding personnel, and to ensure key aspects of Keeping Children Safe in Education are implemented.
- 4.8 To ensure that the school's provision for pupils' spiritual, moral, social and cultural education is effective in helping pupils to develop in this area, including pupils with SEND.
- 4.9 To oversee the school's contribution to pupil well-being, including the extent to which pupils feel safe, adopt healthy lifestyles and contribute to the school and wider community (including but not limited to the monitoring of Pupil Voice and pupil survey results).

- 4.10 To monitor and evaluate the impact of the priorities identified in the School Improvement Plan which relate to the committee's areas of operation.
- 4.11 To advise the Resources, Audit & Risk committee on the relative funding priorities necessary to deliver the curriculum.
- 4.12 To ensure that Relationships and Sex Education and Health Education lessons are effective and ensure that the school can fulfil its legal obligations, and that clear information is provided for parents on the subject content and the right to request that their child is withdrawn.
- 4.13 To ensure all statutory requirements for reporting and publishing information in an accessible way on the school website are met, and to review and monitor the school website to ensure that it is kept up-to-date.
- 4.14 To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- 4.15 To monitor the provision for and evaluate the progress and attainment of vulnerable groups e.g. children eligible for FSM, looked after children, young carers, to ensure all their needs have been identified and addressed, and to evaluate the effectiveness of intervention strategies.
- 4.16 To monitor and evaluate the engagement of and communication with parents and parental views (including but not limited to the review of parent survey results) and how these are taken into account, and consider ways in which home-school links can be further developed, making appropriate recommendations.
- 4.17 To monitor community links and community use of the school, and evaluate the school's contribution to promoting community cohesion.
- 4.18 To be satisfied that the school is compliant in following the statutory guidance on the cost of school uniforms, particularly when developing and implementing a statutory School Uniform Policy.
- 4.19 To review careers education to ensure it is fit for purpose.
- 4.20 To monitor the range of the extended school offer (including out of hours clubs) and evaluate its impact.
- 4.21 To monitor the provision of the Early Years Foundation Stage, and to ensure that the required policies and procedures for both learning and development and safeguarding and welfare provision for children from birth to five are in place (separate policies for EYFS are not required where procedures are already covered in existing whole school policies).
- 4.22 To oversee arrangements for educational visits and to approve high risk educational visits.

5. Policies

Statutory

- 5.1 To ensure a School Attendance Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.2 To ensure a School Exclusions Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.3 To ensure a School Uniform Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.4 To ensure a Relationships and Sex Education and Health Education Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.5 To ensure a Careers: Provider Access Policy Statement is established and adopted, and is reviewed and re-adopted annually.
- 5.6 To ensure an Equality Objectives Policy is established and adopted, and is reviewed and re-adopted every four years.

6. Reporting to the trust board

- 6.1 The Committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the Governance Professional of the trust board for inclusion with the agenda of the next meeting of the trust board.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full trust board meeting, any other member of the Committee who was present at the Committee meeting) shall report to the trust board on any actions undertaken by the committee, as delegated to the Committee by the trust board, including but not limited to the approval of any policies.

RESOURCES, AUDIT & RISK COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three trustees.

Employees of the trust should not be on the Committee, and the Chair of trustees should not be the Chair of the Committee.

2. Quorum

The quorum for meetings of the Committee shall be three trustees, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

Finance

- 4.1 To receive appropriate reports and information from the Accounting Officer and Chief Financial Officer.
- 4.2 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities, and to recommend approval of the annual budget to the trust board.
- 4.3 To oversee the preparation of a three-year financial plan, taking into account priorities identified in the School Improvement Plan, the impact of potential changes in the number of pupils on roll, and any central government or local authority initiatives, and to recommend approval of the three-year budget to the trust board.
- 4.4 To receive the most recent management accounts at each meeting, and to monitor income and expenditure against the annual budget plan.
- 4.5 To ensure the trust is complying with the schedule of delegated authorities set out in the Academy Trust Handbook, and any expenditure, or any virements between budget heads, are in accordance with the levels set and in accordance with the trust's Financial Scheme of Delegation.
- 4.6 To ensure the trust is aware of the risk of fraud, theft and irregularity and addresses it by putting in place proportionate controls.
- 4.7 To monitor the impact of the use of any additional grants, including but not limited to P.E. & Sports Premium and Pupil Premium funding.

- 4.8 To review value for money and benchmarking information on an annual basis, and to then receive an annual improved use of resources report.
- 4.9 To ensure that the trust have completed the School resource management self-assessment tool and submitted the completed checklist to ESFA by the specified annual deadline.
- 4.10 To approve any Service Level Agreements that exceed the Chair of trustees/Vice-Chair of trustees and Principal's delegated expenditure limit.
- 4.11 To ensure the school have made arrangements for the annual audit of the school fund (this cannot be audited by trustees).

Audit & Risk

- 4.12 To review the annual report and accounts prior to them being approved by the trust board and submitted to ESFA.
- 4.13 To consider an annual summary report from internal scrutiny for each year ended 31 August outlining the areas reviewed, key findings, recommendations and conclusions, to help the committee consider actions and assess year on year progress.
- 4.14 To agree a programme of work annually to deliver internal scrutiny that provides coverage across the year, and to agree who will perform the work.
- 4.15 To consider reports from those carrying out the programme of work, and the trust's progress in addressing recommendations.
- 4.16 To review the ratings and responses on the risk register to inform the programme of work.
- 4.17 To review the external auditor's conclusions on regularity in their review of the Accounting Officer's statement.
- 4.18 To review the external auditor's plan each year, and to review the external auditor's findings, and actions taken by the trust's managers in response to those findings.
- 4.19 To assess the effectiveness and resources of the external auditor.
- 4.20 To advise the trust board as to whether there has been an appropriate, reasonable and timely response by the trust's management team to findings by external auditors, taking opportunities to strengthen systems of financial management and control.
- 4.21 To report the committee's conclusions annually, including any recommendation to Members on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

- 4.22 To consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations.
- 4.23 To ensure information submitted to the DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust, is accurate and in compliance with funding criteria.

Premises, Health & Safety

- 4.24 To provide support and guidance for the trust board and the Principal on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.
- 4.25 To comply with and support the Principal to implement competent health and safety advice.
- 4.26 To receive and review reports in order to ensure the school is compliant with statutory health and safety regulations.
- 4.27 To review the premises elements of the Accessibility Plan.
- 4.28 To ensure that at least an annual inspection of the premises and grounds takes place and a report is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
- 4.29 To arrange professional surveys and emergency work as necessary (the Principal is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Principal would normally be expected to consult the committee Chair at the earliest opportunity).
- 4.30 To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.
- 4.31 To ensure that the school's own Health & Safety policy is brought to the attention of the committee.
- 4.32 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.
- 4.33 To be aware of any significant incidents that have occurred in the school, and support the Principal with managing these.
- 4.34 To approve the school's Health & Safety performance review and action plan, and ensure that it has been signed by the Chair of trustees.

- 4.35 To receive regular reports on compliance with the school food standards as well as take-up of school lunches and financial aspects of school food provision.
- 4.36 To check that the school is compliant in following statutory guidance for ensuring a good education for children who cannot attend school because of health needs.
- 4.37 To ensure that where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities), appropriate arrangements are in place to keep children safe.
- 4.38 To ensure the school has a cyclical maintenance plan and follows up on any outstanding inspections.
- 4.39 To check the inventory annually.
- 4.40 To ensure the land and buildings collection tool, which collects information about all of the land and buildings used by the trust and its academies, is completed and submitted to the ESFA.
- 4.41 To ensure the maintenance of the school estate in a safe working condition.
- 4.42 To ensure that asbestos is managed in the school effectively, compliant with the Control of Asbestos Regulations 2012.
- 4.43 To ensure that the trust is aware of the risk of cybercrime, and has put in place proportionate controls and takes appropriate action where a cyber security incident has occurred.
- 4.44 To ensure there is a control framework that manages and oversees assets, and to maintain a fixed asset register.

Staffing

- 4.45 To monitor and evaluate the engagement with staff and staff views (including but not limited to the review of staff survey results).
- 4.46 To ensure that the school's Single Central Record is up-to-date, and that it is monitored by a trustee periodically.
- 4.47 To monitor the outcomes of the performance management process for staff, including the Principal.
- 4.48 To monitor staff attendance and staff absence levels.
- 4.49 To ensure that provision is made for the continuing professional development (CPD) of staff.

- 4.50 To approve and review the staffing structure (both teaching and non-teaching) for the school, and to ensure that the school is staffed sufficiently to meet the requirements of the School Improvement Plan and the effective operation of the school (taking into account the financial position of the school).
- 4.51 In consultation with staff, to oversee any restructure process leading to staff reduction or redundancy.
- 4.52 To consider requests made in line with staffing policies (secondment, flexible working, leave of absence, compressed hours).

Pay

- 4.53 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school and to consider and determine recommendations for performance-related pay awards for teaching staff, the Principal and Deputy/Assistant Principals.

5. Policies

Statutory

- 5.1 To ensure a Charging & Remissions Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.2 To ensure a Health & Safety Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.3 To ensure a Premises Management Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.4 To ensure a Staff Behaviour Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.5 To ensure a Staff Disciplinary Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.6 To ensure a Staff Grievance Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.7 To ensure a Support for Pupils with Medical Conditions Policy is established and adopted, and is reviewed and re-adopted annually.

Gateshead Audit

- 5.8 To ensure an ICT Policy is established and adopted and is reviewed and re-adopted every two years.

Non-statutory

- 5.9 To ensure a Dinner Money Debt Policy is established and adopted.
- 5.10 To ensure a Gifts and Hospitality Policy is established and adopted.
- 5.11 To ensure a Handling Allegations of Abuse Against Employees Policy is established and adopted.
- 5.12 To ensure a Lettings Policy is established and adopted.
- 5.13 To ensure a Non-teacher Appraisal Policy is established and adopted.
- 5.14 To ensure a Pay Policy is established and adopted.
- 5.15 To ensure a Staff Capability Policy is established and adopted.
- 5.16 To ensure a Staff Capability Policy (sickness absence) is established and adopted.
- 5.17 To ensure a Teacher Appraisal Policy is established and adopted.
- 5.18 To ensure a Trustees' Allowances Policy is established and adopted.

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