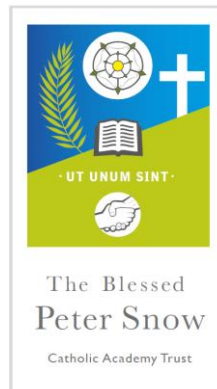


# **BLESSED PETER SNOW ACADEMY TRUST**



## **Board's and Committees'**

### **TERMS OF REFERENCE**

### **AND**

### **MEMBERSHIP 2017-2018**

## Full Trust Board

- To appoint any sponsor Director (if required)
- To consider whether or not to exercise delegation of functions to individuals or committees
- To regulate Trust procedures (where not set in law)
- To annually approve budget and best value statement
- To communicate Trust wide priorities for inclusion in each Academy's plan
- To approve the limits of delegated authority for the Finance, Pay and Personnel Committee.
- To ensure appropriate returns are made to Companies' House
- To have an overview of any extended services provided across the Trust
- To agree processes for selection and appointment of headteachers, deputy headteachers, assistant headteachers, head of RE and lay chaplain.
- To approve pay policies and review annually
- To evaluate the effectiveness of the Trust Board over the past year
- To prioritise Directors' training and development needs for the year
- To ensure the annual report on child protection is returned to the relevant Local Authority
- To consider ways of accounting to parents for the work of the Trust
- To oversee admissions to all academies within the Blessed Peter Snow Catholic Academy Trust
- To approve admissions numbers for each academy
- To agree the threshold by which an academy becomes vulnerable
- To determine interventions when standards are too low
- To celebrate and share when standards are high/improving
- To develop a strategy of keeping in touch with the other schools (Kirklees and Calderdale LA) who potentially can join this Trust in the future

Rev Dr J D Cortis  
(Chair)  
Rev P Nealon  
Mrs F Wilson (Vice-  
Chair)  
Mr P Booth  
Mrs S McManamin  
Mrs A McNally  
Mr J Taylor  
Mrs C Short

## Resources :

- To enter into contracts on behalf of the Company insofar as they relate to the Trust
- To receive and monitor income and expenditure reports-Academy Councils to send monthly reports.
- To receive confirmation from each headteacher or pay committee that all staff salaries have been reviewed and individual pay statements produced and issued.
- To receive reports from business manager/bursars and analysis findings following any financial audits
- To receive audited accounts of academies funds
- To receive progress reports on School Improvement /Development Plan priorities and the implications for the budget allocated for this
- To ensure that parents can access an annual report on the effectiveness of the academy's use of the Pupil Premium
- To review contracts and services due for renewal (Including insurance) and ensure that they adhere to best value
- To review financial procedures ensuring that they are robust and transparent
- To review suggestions for income generation
- To agree budget for directors' training and expenses
- To receive report from business manager/bursars and analyse outcomes against financial benchmarks
- To agree end of year surplus/deficit
- To review directors financial skills audit
- To agree a financial training programme
- To agree annual financial statement of accounts
- To receive report from responsible officer/ accountant on key elements of financial procedures
- To ensure copies of audited accounts, comprising the Director annual report and financial statements are submitted to the DfE by the 31<sup>st</sup>. December
- To seek advice from diocese or trustees in relation to buildings insurance and personal liability
- To contribute to Asset Management Planning arrangements
- To procure and maintain buildings, including developing a properly funded maintenance plan
- To apply for capital funding and grants where appropriate to maximise development of the premises
- To monitor the implementation of capital works programmes
- To ensure that the academies are compliant with guidance on asset management and premises alterations
- To conduct risk assessment as appropriate
- To consider and agree pay discretions that are outside of the approved pay policies
- To undertake the dismissal of a headteacher
- To undertake dismissal of other staff members
- To ensure policies are in place for staff discipline, grievance, capability, re-deployment and redundancy, sickness/absence
- To keep under review staff work/life balance, working conditions and well-being including the monitoring of absence.
- To oversee the management of health and safety issues by Academy Councils

Rev Dr J D Cortis  
Mr P Booth  
Mrs S McManamin  
Mrs A McNally  
Mr J Taylor  
Mrs C Short

### In attendance:

Mr A Aurangzeb  
(CFO)

<p style="text-align: center;"><b><u>Mission:</u></b></p> <ul style="list-style-type: none"> <li>• To monitor provision of 10% RE in line with Diocesan requirements.</li> <li>• To review bi-annually the Trust’s Mission Plan and recommend alterations to the full Trust Board</li> <li>• To receive and consider the Section 48 SEF for each Academy</li> <li>• To have an overview of Child Protection and Safeguarding</li> <li>• To monitor implementation of the Child Protection Policy and Procedures</li> <li>• To review the Trust’s mission statement and ensure its relevance</li> <li>• To develop a strategy of keeping in touch with the other schools (Kirklees and Calderdale LA) who potentially can join this Trust in the future.</li> <li>• To review attendance and exclusion data</li> </ul>	<p>Rev Dr J D Cortis  Rev P Nealon  Mrs F Wilson  (Chair)  Mrs S McManamin  Mrs A McNally  Mr J Taylor</p>
<p style="text-align: center;"><b><u>Standards in Learning and Teaching:</u></b></p> <ul style="list-style-type: none"> <li>• To have an overview of Self-evaluation and school improvement</li> <li>• To have an overview of the curricula ensuring that these are broad and balanced</li> <li>• To monitor success of pupil premium groups</li> <li>• To ensure that home-schools agreements are in place</li> <li>• To review pupil progress towards targets reporting three times a year to the Trust Board</li> <li>• To have an overview of the targets for pupil achievement for each academy</li> <li>• To ensure that the agreed targets are robust and challenging</li> <li>• To receive analysis of examination results and key stage assessment and consider implications in relation to targets set</li> <li>• To review validated data on key stage assessment against expected outcomes</li> <li>• To review the destination of school leavers (High School only)</li> <li>• To have an overview of standards across the Trust</li> </ul>	<p>Rev Dr J D Cortis  (Chair)  Mrs F Wilson  Mrs S McManamin  Mrs A McNally  Mr J Taylor</p>
<p style="text-align: center;"><b><u>Audit :</u></b></p> <ul style="list-style-type: none"> <li>• To monitor and advise suggested improvements if required to the operation of the Trust Board and its procedures.</li> <li>• To provide assurance over the suitability of and acceptance with the financial systems and control</li> <li>• To provide assurance to the Trust Board that risks are being adequately identified and managed</li> <li>• To receive and consider the external auditor’s annual report</li> <li>• To oversee the operations and procedures of the Trust Board and suggest improvement</li> </ul>	<p>Mrs F Wilson  Fr P Nealon</p> <hr/> <p>In attendance:  Auditors</p>