



**BEAUMONT SCHOOL**  
**COMPANY NUMBER 8104190**  
**BOARD OF TRUSTEES**  
**TERMS OF REFERENCE FOR COMMITTEES**

*General*

**1. Membership and Chair**

There shall be no maximum number of Trustees on each committee. The Chair of the Board of Trustees and the Headteacher will be *ex officio* members of all committees except the Pupil Discipline, Staff Grievance, and Appeals committees.

All committees are required by the regulations to have a clerk appointed by the Board of Trustees.

Each committee will elect a chair, and if it wishes, a vice-chair from among the members of the committee at the first meeting of the autumn term. No staff representative employed by the school may act as chair or vice-chair of a committee. In the absence of the chair, or the vice-chair if one is appointed, at a meeting the committee will elect any member to act as chair for that meeting.

The chair of each committee will ensure the business of the committee is conducted properly, in accordance with legal requirements. They will ensure that meetings are run effectively, focusing on priorities, making the best use of time available, and that all members have an equal opportunity to participate in discussion and decision-making.

Membership of committees shall be agreed by the Board of Trustees on an annual basis at the first meeting of the autumn term. Any Trustee may attend meetings of committees.

Chairs of committees will seek to ensure that each committee shall include at least one parent Trustee, one staff senior leadership team representative and one community Trustee. The membership of any committee of the Trustee may include persons who are not Trustees, provided that a majority of members of any such committee shall be Trustees.

**2. Voting and Quorums**

Only Trustees who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.

The Trustees may determine that some or all of the members of a committee who are not Trustees shall be entitled to vote in any proceedings of the committee.

No vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.

A resolution in writing, signed by all the Trustees entitled to receive notice of a meeting of a committee of Trustees, shall be valid and effective as if it had been passed at a meeting of a

committee of Trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the Trustees.

Each committee will determine its own quorum which shall be not less than three Trustees.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of the Board of Trustees, in consultation with the Headteacher and Chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole Board of Trustees.

### **3. Agendas, Minutes and Meetings**

The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Board of Trustees clear proposals or alternatives to debate and decide upon.

Minutes will be circulated to all Trustees and members of the committee as soon as possible after the meeting and will be included on the agenda and papers of the next meeting of the whole Board of Trustees. This is to meet statutory requirements, to provide information to the whole Board of Trustees and to seek ratification of decisions and recommendations.

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 Board of Trustees.

Where possible each committee will meet in advance of each full Board of Trustees meeting and at other times as they see fit to fulfil their responsibilities provided that each committee shall meet at least once each term.

### **4. Functions**

The committees will consider matters as set out in their terms of reference or as requested by the Board of Trustees, taking advice as appropriate.

Each committee will recommend the powers that should be delegated to it by the Board of Trustees. The Board of Trustees will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

For committees other than the Resources Committee - any decisions which require a spending commitment over and above agreed budget provision must be referred to the Resources Committee.

At least once each term each committee will review the sections of the plan for school improvement which are relevant to that committee, monitor progress on implementation of the plan, and identify any priorities that arise

Each committee shall be responsible for reviewing, approving, adopting and monitoring the

implementation of policies and procedures relevant to the work of that committee and such other policies and procedures as may be delegated to it by the Board of Trustees from time to time.

Each committee may set up, as appropriate, working groups to advise it.

## **5. Procedures and Training**

The membership of the committees will be determined at the first meeting of the Board of Trustees in the autumn term. Casual vacancies will be filled at the first available Trustees' meeting. The terms of reference of the committee will be reviewed at least annually.

The normal procedures and regulations of the Board of Trustees as set out in the Articles of Association also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training. Committee Chairs will liaise with the Trustee Development Co-ordinator as appropriate.

## **RESOURCES COMMITTEE**

1. The membership of the Resources Committee shall comprise: the Chair of Trustees, a minimum of three other Trustees, the Headteacher and the School Business Manager. In addition, the committee will seek advice from third parties where appropriate.
2. The quorum for the committee is three Trustees.
3. The Resources Committee's overall remit is to assist the decision making of the Board of Trustees, by enabling more detailed consideration to be given to the best means of fulfilling the Board of Trustees' responsibility to ensure sound, proper and effective use of the school's financial resources including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the Board of Trustees on a regular basis. Major issues will be referred to the full Board of Trustees for ratification.
4. In detail, this will include:

### **Finances Remit**

- To prepare (or procure the preparation of) financial policy statements including the school's Schedule of Financial Delegation (or its equivalent) and review those statements.
- To provide guidance and assistance to the Headteacher and Board of Trustees on financial matters, to keep under review the management of the resources of the school and to ensure that these resources are effectively deployed in compliance with the overall financial plan for the school, and with the financial regulations of the DfE and/or EFA, drawing any matters of concern to the attention of the Board of Trustees.
- To procure the preparation of longer-term financial plans and review those plans having regard to roll projection and signals from central government regarding future years' budgets.
- To consider the academy's indicative funding, notified annually by the DfE/EFA, and to

assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board of Trustees.

- 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 Plan for School Improvement.
- To consider, in consultation with the Headteacher, the school's funding and to review the first formal budget in the financial year prepared by the school to recommend to the Board of Trustees for acceptance.
- To procure the preparation of the financial statement to form part of the annual report of the Board of Trustees to parents and for filing in accordance with Companies Act and Charity Commission requirements and review that financial statement in consultation with the Headteacher.
- To monitor spending against budget and to ensure that expenditure remains within the prescribed limits and take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Board of Trustees.
- To contribute to the formulation of the school's Plan for School Improvement, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the school.
- To authorise the signing of all necessary monitoring and other reports (other than the annual accounts) required of the Board of Trustees whether pursuant to the Funding Agreement between the School and the Secretary of State dated 1<sup>st</sup> July 2012 ("the Funding Agreement"), required by the DfE or otherwise.
- To act in accordance with the school's Schedule of Financial Delegation (or its equivalent applicable from time to time).
- To liaise with the other committee(s), as appropriate, and to make recommendations about the financial aspects of matters being considered by them.
- To review and approve the school's policy on charging and remissions.
- To approve a Whistle Blowing policy for consideration and approval by the Board of Trustees and to agree arrangements with the Headteacher for ensuring all staff in school are aware of its content.
- To advise the Board of Trustees on such matters as
  - ✓ the budget needed to run the school in accordance with statutory requirements, the Funding Agreement and the plan for school improvement
  - ✓ ensuring that the Board of Trustees' financial policy and actions are in accordance with legislation, other statutory requirements and regulations

- ✓ prioritising on major items of expenditure including ICT and relevant infrastructure (liaising with the Curriculum, Teaching and Learning committee in relation to ICT as necessary)
- ✓ the purchasing of goods and services in the context of Best Value
- ✓ generating additional income.

Note: If required, any Trustee member of the Resources Committee and/or the Chair of the Board of Trustees may form a finance working party and meet with the Headteacher and/or the Senior Finance Officer to review reports, policies, procedures, schedules and other documents prior to the relevant meeting of the full Resources Committee.

### **Internal Audit Remit**

- In accordance with the terms of the Academies Financial Handbook in force at the date of approval of these terms of reference, no member of staff employed by the school may participate as a member of the committee when audit matters are discussed, but the accounting officer and chief financial officer should attend to provide information and participate in discussions.
- The committee will act as the academy's audit and risk committee and ensure, as far as is within its competence, that the financial and non-financial controls, procedures and arrangements required by law, by the DfE, by the Academies Financial Handbook, by the auditors and by other authorities are in place and are being properly implemented and regularly monitored.
- This includes reviewing the risks to internal financial and non-financial controls and agreeing a programme of work that will provide independent assurance to the board that the controls and risk management procedures are operating effectively.
- This function will be primarily undertaken by an internal auditor, who may be a member of an accountancy firm for whose services the academy will pay a fee.
- The internal auditor and the internal audit schedule of works will be approved by the committee on an annual basis.
- The internal auditor will report at least twice a year to the committee.
- The committee will receive auditors' reports and recommend to the full Board of Trustees action as appropriate in response to audit findings.
- The committee will recommend to the Board of Trustees the appointment or reappointment of auditors of the academy; ensuring that any additional services provided by the external auditors is compatible with their remaining independent and objective.
- The committee will liaise with the auditors as required and in particular consider the draft annual accounts in conjunction with them and recommend the accounts to the Board of Trustees.
- Any serious concerns, particularly any which relate to potential fraud or

similar misconduct, shall be reported immediately to the Chair or, if relating to the conduct of the Chair, to the Vice-Chair who will take all necessary steps to investigate those concerns in an appropriate and timely manner and take all reasonable and necessary steps resulting from that investigation.

### **Personnel Remit**

- To review and approve the school's Pay and Performance Appraisal Policy and other personnel policies and procedures, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations and monitor their implementation.
- To determine salary levels for individual posts in accordance with the Pay Policy. The pay and performance objectives of the Headteacher and the review of the process and approval of the Headteacher's recommendations regarding the movement of staff across pay thresholds will be the role of the Pay Group.
- To review and approve the performance management policy and monitor its implementation.
- To review and approve the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To review the staffing structure whenever as necessary and, and at least annually, in relation to the plan for school improvement.
- To review and recommend to the Board of Trustees staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
- To support and monitor the work of the Appointments Panel whose members discharge, on behalf of the Board of Trustees, its responsibilities for appointments to teaching and support posts (other than those which the Board of Trustees has delegated to the Headteacher).
- To undertake any formal consultations on personnel matters.
- To review and approve the policies and procedures for dealing with staff discipline and grievances and ensure that the staff are informed of them.
- To procure the drafting of and review, should the need arise and in consultation with staff, criteria for redundancy, for approval of the Board of Trustees.
- To monitor staff wellbeing and make recommendations to the school to promote it.

### **Premises Remit**

- To familiarise itself with the responsibilities of the Board of Trustees in relation to premises and provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
- To review any issues arising from the premises elements of the Accessibility Plan.

- To receive termly reports from the school on the premises and grounds to include issues identified and a proposed order of priorities for maintenance and development to be included within the school's budget.
- To work with the Headteacher and Leadership Team to prepare an asset management plan for the school and review levels of depreciation of fixed assets.
- To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to receive reports on the school's oversight of the preparation and implementation of contracts.
- To procure the undertaking of an annual safety and security audit of the premises and report on any issues arising to the Board of Trustees and to consider the resource implications of these reports and ensure that appropriate provision is made in the school's budget; and to ensure that the school complies with health and safety regulations.
- To review the health and safety policy to recommend it for adoption by the Board of Trustees and monitor its implementation with respect to resources and staff issues and any issues which arise from the delivery of the curriculum and on the coverage of health and safety issues within the curriculum.
- To advise on and support the development of ICT provision.
- To receive findings of inspections and audits and liaise with the Headteacher to ensure that action is taken as appropriate.
- To ensure the discharge of Trustees' responsibilities regarding litter under the Environmental Protection Act 1990.
- To review and approve a lettings and charges policy for the school and to monitor and evaluate the implementation of that policy.
- To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.

### **COMMUNITY, TEACHING AND LEARNING COMMITTEE ("CTL")**

1. The membership of the CTL Committee shall comprise: a minimum of three Trustees and the member of the Leadership Team responsible for teaching and learning. In addition, the committee will seek advice from third parties where appropriate.
2. The quorum for the committee is three Trustees.
3. The CTL Committee's overall remit will be to advise the Board of Trustees on its statutory obligations regarding the education performance of the school, the curriculum and in particular the requirements on the school under the Funding Agreement. To make appropriate comments and recommendations on such matters to the Board of Trustees on a regular basis.

Major issues will be referred to the full Board of Trustees for ratification<sup>4</sup>. In detail, this will include:

- With the assistance of staff, to monitor and evaluate the delivery of the curriculum and ensure that it meets the aims of the school and statutory requirements.
- To support the development and review of the curriculum in accordance with the aims of the school and statutory requirements.
- To monitor and evaluate results (external and internal) in conjunction with the Headteacher and the Board of Trustees.
- To monitor the quality of teaching and learning and at least annually to receive a report from the school on the quality of teaching to identify any necessary Board of Trustees actions.
- To review and approve, after consultation with school, the policies and procedures on collective worship and home learning.
- To consider and make recommendations on issues relating to the pastoral care of pupils. This will include consideration of any relevant new legislation and/or guidance issued by the DfE or LA.
- To review and approve the policies on the conduct of school journeys and visits and other off-site pupil activity.
- To monitor and advise on specialist school status and plans.
- To monitor and support consortium arrangements.
- To promote effective communication between the school and pupils and their families and offer support and guidance to the school in its relations with the wider community.
- To consider and advise on the delivery of the curriculum to pupils with special educational needs and other vulnerable groups and monitor how the school meets the needs of such pupils.
- To review pupil attendance, behaviour and exclusions including monitoring race equality, bullying and race related incidents within the school.
- To review, approve and monitor the implementation of policies and procedures on anti-bullying, children looked after, drugs and sex and relationships education, attendance by pupils, complaints, prevention of harassment and discrimination, behaviour, disability equality, use of physical intervention, access to pupil records, the Home-School Agreement, Special Educational Needs and the Single Equality Scheme.
- To receive regular reports from, and review the role of, the designated teacher for looked after children.
- To review and advise the Board of Trustees on matters relating to uniform.

- To agree and monitor the spending of the Pupil Premium funding and the impact of that spending.

### **PAY REVIEW GROUP**

**Membership:** Three Trustees being the Chair of the Board of Trustees, the Chair of the Resources Committee and one other parent or community Trustee.

**Quorum:** Three Trustees

1. To review the process of and approve the Headteacher's recommendations regarding the movement of staff across pay thresholds.
2. To arrange to meet with the Hertfordshire Improvement Partner (or equivalent external adviser to the school) to discuss the Headteacher's performance targets.
3. To review and approve the annual pay and performance objectives of the Headteacher and Deputy Headteachers and determine whether those targets have been met with the support of the Hertfordshire Improvement Partner (or equivalent external adviser to the school).
4. The pay group will report directly to the Board of Trustees.

### **STAFF GRIEVANCE COMMITTEE**

**Membership:** Three Trustees

**Quorum:** Three Trustees

1. To consider matters relating to staff grievances in accordance with agreed procedures, and to make such decisions as fall to it to make under those procedures.

### **APPEALS COMMITTEE**

**Membership:** Three Trustees

**Quorum:** Three Trustees

1. To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures.
2. To hear appeals against decisions by the Headteacher in relation to staff discipline and dismissal.
3. To make any determination or decision under the Board of Trustees' Complaints Procedure.

### **PUPIL DISCIPLINE COMMITTEE**

**Membership:** Three Trustees

**Quorum:** Three Trustees with necessary and up to date training

1. In accordance with statutory requirements to consider the actions of the Headteacher in excluding a pupil, to consider representations made by parents/carers, and, if appropriate, to determine whether the pupil is to be reinstated.

### **ADMISSIONS COMMITTEE**

### **Delegation**

The Board of Trustees has established an Admissions Committee:

- to discharge the functions conferred on it by relevant Education Acts and Regulations;
- to review on an annual basis and recommend to the Board of Trustees the admissions policy for the school;
- to carry out consultation on changes to the admissions policy agreed by the Board of Trustees, to review the results of such consultation and to make recommendations to the Board of Trustees arising from such consultation;
- unless otherwise delegated by the Board of Trustees, to rank all applications in accordance with the current determined admissions policy;
- to ensure the school continues to serve the needs of the whole community and compliance with the School Admissions Code.

### **Membership**

The Admissions Committee shall consist of not less than three Trustees, one of whom shall be the Headteacher. No member of the committee can be an Associate Member of the Board of Trustees. The membership of the committee shall be established at the first Trustees meeting of the autumn term with reserves also identified in case any of the Trustees needs to withdraw because of a conflict of interest or unavailability. The Board of Trustees shall give delegated powers to the Chair of Trustees to vary the Admissions Committee membership where necessary.

### **Quorum**

The quorum of the committee shall be three Trustees.

### **Procedure**

The committee will annually review the impact of all aspects of the school's admission policy and practice and make recommendations to the Board of Trustees.

The committee will consider any application for admission in accordance with the school's admission policy unless the Board of Trustees has otherwise delegated that responsibility.

Where the committee refuses a request from a parent for admission of their child, the committee will ensure that the parent is informed of their right of appeal against the decision and how that appeal may be made.

The committee will have full regard to the School Admissions Code and comply with all of the mandatory provisions of the Code.

Meetings will be held on an "as and when needed" basis.

Decisions and recommendations will be reported to the full Board of Trustees.