



Biddick
Academy

**Trust Board
Terms of Reference**

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Purpose:

Our board has three strategic core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders/Headteacher to account for the educational performance of the Academy and its pupils, and the performance management of staff
- Overseeing the financial performance of the Academy and making sure its money is well spent

The Trust Board has a 'flat' structure and meets at least 10 times a year and is supported by the work of link trustees.

Chair: Mr D. McDonald

Vice-Chair: Mr I. Tindle

General:

Strategy

Vision

Challenge

Monitoring through Link Roles

Agree policies and procedures

Agree delegations - what, how, whom

Agree reporting and ways of working for Trustees

Receive and challenge Termly reports from the Headteacher

Ensure the Academy fulfils its statutory requirements

Ensure the Academy fulfils the requirements of its funders and maintains the standards set out in the Academies Financial Handbook

Use of Resources:

Financial policy and planning

Financial monitoring

Maintenance and development of premises and grounds including health and safety issues

Staffing to ensure the delivery of the curriculum and fulfilment of the school development plan.

To agree annually the function of the HR Committee

Curriculum:

School improvement Plan, agree and monitor - including the school SEF (self-evaluation form), targets or areas for improvement and timescales.

School policies – develop and review

Ensure the requirements of children with special needs are met and receive regular reports from the Head Teacher/SENCO and receive an annual report from the SEN Link Trustee.

Monitor and evaluate rates of progress and standards of achievement by pupils including reports on underachieving groups.

Monitor attendance

Monitor behaviour and celebration of achievements

Monitor annual CPD programme and its impact

Safeguarding:

Monitor safer recruitment

Monitor safeguarding policies
 Monitor safeguarding training as part of annual CPD programme
 Receive termly report from Link Safeguarding Trustee – areas/policies scrutinised
 Looked After Children

Purpose and Terms of Reference

Committee:	HR
The HR Committee is a committee of Biddick Academy Trust.	
1.The Committee	<p>1.1 To work with the Academy giving guidance and make recommendations on matters relating to staff.</p> <p>1.2 Responsibility for annual pay and conditions within the Academy</p> <p>1.3 Ensuring the training and development of staff to improve the performance of the Academy.</p> <p>1.4 Makes appropriate comments and recommendations on such matters to the trustees on a regular basis.</p> <p>1.5 Refers major issues to the Trust Board for ratification.</p> <p>1.6 The Chair of the committee shall be responsible for giving an oral summary of the committee’s deliberations, at meetings of the Trust Board.</p>
2. Functions	<p>2.1 To ensure that the school is staffed sufficiently for the fulfilment of the school’s development plan and the effective operation of the school.</p> <p>2.2 To establish and oversee the operation of the Academy’s Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.</p> <p>2.3 To establish a Pay Policy for all categories of staff.</p> <p>2.4 To be responsible for the administration and review of the Pay Policy.</p> <p>2.5 To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.</p> <p>2.6 To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Trust Board for approval.</p> <p>2.7 To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.</p> <p>2.8 To agree procedures for hearing staff grievances</p> <p>2.9 To recommend to the Trust Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.</p> <p>2.10 To ensure every member of staff has a job description, and that job descriptions are reviewed when vacancies occur.</p> <p>2.11 In consultation with staff, to oversee any process leading to staff reductions.</p> <p>2.12 To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.</p>

	2.13 To monitor and review all staffing policies and procedures. These cover issues relating to pay; staffing adjustments, recruitment and selection; equal opportunities; conduct and capability; grievance; dismissal.
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TERMS OF REFERENCE – EMPLOYMENT ISSUES

Part 1 - Summary

The Trust Board:

- Will delegate a committee to review the staffing structure and identify any groups where redundancies will need to be made.
- Will take policy decisions relating to:
 - staffing complement and structure
 - strategy to be followed in respect of a whole school pay policy
 - the redundancy, grievance, disciplinary and capability procedures to be followed
- Will determine the delegation of powers (where permissible) and the membership of the committees/selection panels with delegated powers.
- Must accept the resignation of Headteacher and Deputy Headteacher and take the decision to proceed with such appointments. Ratification of the appointment of Headteacher and Deputy Headteacher is the responsibility of the Trust Board.
- The Trust Board will perform duties as set out in part 2.

The Appointments Panel

- After the full Trust Board have considered the appointment of a Headteacher or Deputy Headteacher the Appointments Panel will shortlist and interview for posts of Headteacher and Deputy Headteacher. Where determined by the full Trust Board the Appointments Panel will consider advertisement, job description, person specification and timetable for such appointments. The Appointments Panel will recommend a candidate for appointment to the Trust Board.

The HR Committee

- The HR Committee shall be responsible for considering cases of staff discipline, dismissal, capability and grievance as set out in part 2.
- The HR Committee will consider salary issues (including regrading) as set out in part 2.
- Where determined by the Trust Board the HR Committee will be responsible for the appointment of staff (see part 2)

Performance Management

- There will be two or three appointed Trustees and the Education Development Partner who are responsible for setting and reviewing performance management objectives for the Headteacher. These Directors will then make a recommendation to the HR Committee regarding the annual pay award.
- The Headteacher will be responsible for all other performance management reviews in the school and will make a recommendation to the HR Committee regarding salary progression.

Appeals Committee

- The Appeals Committee will consider appeals against the decision of the initial HR committee as set out in part 2
- It is important to note that members of this committee must not have had any involvement in any matter connected to the original case e.g. at HR Committee level.
- The Appeals Committee must consist of at least the same number of Trustees as the committee which originally considered the case.

Headteacher

- The Headteacher shall perform duties as set out in part 2 where delegated to do by the Trust Board.
- The Headteacher shall have no involvement in consideration of his/her own salary or the appointment of his/her successor
- **Other than the Headteacher, Trustees who are employed at the school shall have no involvement in the consideration of any aspect of pay or appraisal of any school employee.**

Part 2 – HR Responsibilities					
Task	Responsibility of				
	Trust Board	HR Committee	Appeals Committee	HT	Appt Panel
Appointment of Headteacher and Deputy Headteacher					
Accept the resignation of Headteacher/Deputy Headteacher	✓				
Set Headteacher/Deputy Headteacher salary	✓				
Determine advertisement/job spec./person spec/timetable for interview					✓
Select Trustees to serve on appointments panel	✓				
Shortlist and interview for Headteacher and Deputy Headteacher					✓
Ratify Appointments of Headteacher and Deputy Headteacher	✓				
Appointment of Teaching and Non-Teaching Staff					
Accept resignations of teaching and non-teaching staff (other than Headteacher or Deputy Headteacher)				✓	
Determine all matters relating to the appointment of Assistant Headteachers				✓	
Determine all matters relating to the appointment of teaching staff				✓	
Determine all matters relating to the appointment of non-teaching staff				✓	
Staff Disciplinary/Dismissal/Grievance/Capability					
Adopt discipline, Grievance and Capability procedures		✓			
Issue verbal warnings to staff				✓	
Issue first written warnings to staff				✓	
Issue final written warnings to staff				✓	
Suspend teaching and non-teaching staff		✓			
Suspend the Headteacher	✓				
Consider cases of staff discipline/capability referred by the Headteacher		✓			
Consider cases of discipline or capability against the Headteacher		✓			
Consider grievances				✓	
Consider grievances against staff initially investigated by the Headteacher		✓			
Consider appeals against the initial committee's decision			✓		
Consider termination of contract on grounds of medical capability		✓			

Salary issues					
Adopt pay policy	✓				
Hear recommendation from EDP and performance management Trustees re. salary of Headteacher		✓			
Make recommendations to the Initial committee re. Deputy Headteacher and other teaching staff				✓	
Take decisions on teaching staff salaries each autumn term		✓			
Consider applications for non-teaching staff		✓			
Consider appeals against the initial committee's decision			✓		
Consider code of conduct disclosures				✓	
Redundancy issues					
Adopt redundancy policy/procedure	✓	✓			
Determine the number and category of staff to be reduced		✓			
Determine the criteria to be used in making a selection		✓			
Initial consultation with trade unions		✓			
Consider applications for voluntary redundancy		✓			
Select staff for redundancy according to agreed criteria		✓			
Consider representations from staff selected for redundancy		✓			
Hear appeals from staff affected by decision to reduce staff			✓		
General					
Consider requests for flexible working				✓	
Consider requests for career break				✓	
Determine membership of HR and Appeals Committees	✓				
Review delegation of powers at least annually	✓				
Consider payments of honoraria		✓			
Approve/monitor external visits				✓	
Consider changes to staffing structure		✓			

TERMS OF REFERENCE – FINANCIAL MANAGEMENT

Part 1 - summary

Trust Board

- Should decide priorities according to the agreed school plan
- Should approve all purchases of goods or services above the value as set out in part 2
- Should approve all virements above the value as set out in part 2
- Should retain an oversight of the school's budget position by either receiving appropriate financial reports or by approving the minutes of finance committee meetings where such matters have been discussed.
- Must approve the first formal budget plan of the financial year
- Should regularly monitor the progress of the budget using financial information supplied by the Headteacher, supplemented by Authority financial reports.
- Should agree with the Headteacher, the type and depth of information to be provided to allow adequate budget monitoring and ensure the conditions set out in the ESFA financial handbook are met.
- Should approve all purchases of goods or services above the value as set out in part 2
- Should approve all virements above the value as set out in part 2.

Headteacher

- The Headteacher has delegated responsibility to incur expenditure on goods or services as set out in part 2.
- The Headteacher can vire monies between budget codes up the value as set out in part 2
- Shall regularly monitor the school's approved budget, taking action wherever necessary to ensure that the budget remains on course throughout the financial year. The Head Teacher shall report significant variances to the Trust Board.
- The Headteacher and Business Manager shall report to the Trust Board monthly Such reports shall include a statement of the school's current budget position, and additional information as set out in the ESFA Financial Handbook
- The Headteacher shall prepare a draft budget for the coming academic year for presentation to the Trust Board, having taken in to consideration any parameters set by the board.

Part 2 - Terms of Reference - Financial Management							
Task	Authorisation						
	Trust Board	HT	HR Manager	Director of Business Services	Finance Officer	Delegated Budget Holders	Admin
Budget management							
Draft initial budget		✓		✓			
Approve first budget plan	✓						
Monitor staffing budget	✓	✓		✓			
Monitor other budgets	✓	✓		✓			
Report on budget to Trustees (Half termly)		✓		✓			
Report on budget to Headteacher (Monthly)				✓			
Authorise virements up to a limit of £2,000		✓		✓			
Authorise virements up to a limit of £20,000		✓					
Authorise virements in excess of £20,000	✓						
Review financial management arrangements and delegation of powers at least annually	✓						
Risk Management							
Formally review risks on a regular basis	✓	✓		✓			
Maintain risk management action plan		✓		✓			
Monitor progress of actions in risk management action plan	✓	✓		✓			
Purchasing goods or services							
Generate orders							✓
Authorise orders up to £1,000		✓		✓	✓	✓	
Authorise orders up to a limit of £5,000		✓		✓	✓		
Authorise orders up to a limit of £15,000		✓		✓			

Authorise orders exceeding £15,000	✓						
Obtain quotations for expenditure		✓		✓	✓	✓	✓
Arrange Tenders		✓		✓			
Open Tenders	✓						
Take delivery of goods					✓		✓
Income							
Collection of income					✓		✓
Banking of income					✓		✓
Verification of banking					✓		✓
Payroll & Human Resources							
Approve appointments (in writing)		✓	✓				
Approve supply cover (in writing)		✓	✓	✓			
Notify payroll of starters, leavers, changes		✓	✓				
Bank Account							
Sign cheques		✓		✓			
Retain cheque book safely				✓	✓		
Reconcile funds and submit regular reimbursement claims				✓	✓		
Security of Assets							
Maintain inventory				✓	✓		
Carry out checks against inventory at least annually				✓	✓		
Authorise disposal of equipment		✓		✓			
Miscellaneous							
Maintain up to date data protection notification		✓		✓			
Maintain software inventory showing licence details				✓			

