

Trustee Committee Terms of Reference

This document is intended to provide an overview and initial guide to the scope and focus of our three Trustee Committees. They may be reviewed by the committees and changes agreed by the full Trustee Body.

Resources and Finance Committee

Areas of responsibility:

**Finances**

* Ensure financial oversight and that procedures are followed in line with EFA requirements
* Approve and review 3-year financial plan
* Ensure that accounts are filed and that financial audits are carried out
* Be responsible for planning income generation

**Resources**

* Ensure conditions of buildings and site
* Monitor Health and Safety and risk assessment procedures
* Lead Risk Management Strategy
* Establish procurement and tendering processes
* Sign off procurement for larger items (over £25k require committee approval, over £5k require additional Trustee approval with Principal)

**Staff**

* Approve staffing structure and oversight of appointments
* Ensure appraisal policy is in place and followed for all staff
* Carry out annual review of pay progression, including award of TLRs and additional payments
* Review and approve policies in the above areas. As a minimum this includes: Appraisal and Capability, Staff Pay, Closure, Disability Access, First Aid, Health & Safety, Risk Assessment, Safer Recruitment,
* Summary reporting to full Trustees’ meetings on the above areas.

**Membership**

David Land – Chair

Gareth Bone

Gary Holmes

Tom Dower

Jane Conroy

Quality and Standards Committee

Areas of responsibility:

**Academic Progress**

* Set targets for academic KPIs
* Monitor achievement of academic attainment and progress
* Ensure that high quality provision is in place so that all groups of students can achieve

**Pastoral support**

* Set attendance targets and monitor progress and systems.
* Establish high expectations of behaviour
* Ensure high quality of safeguarding, including support for vulnerable students and the Prevent agenda
* Monitor support for students with SEND
* Ensure that anti-bullying policy and procedures are in place
* Ensure that views of parents, students & employers are considered

**Curriculum, Teaching and Learning**

* Ensure that the Principal sets an appropriate curriculum for a UTC in line with Founding Member aims
* Ensure that the curriculum covers statutory requirements
* Monitor quality of Teaching and Learning
* Monitor quality and impact of CPD
* Review and approve policies in the above areas. As a minimum this includes: Child Protection, Behaviour, Teaching and Learning, Attendance, EAL, Preventing Bullying, PSHE, Pupil Premium, SEND, SMSC, SRE, Curriculum, Assessment, Teaching and Learning,
* Summary reporting to full Trustees’ meetings on the above areas.

**Membership**

Ian Neal – Chair

Sam Rafferty

Stephen Brain

Tom Dower

Vacancy

Audit and Risk Committee

The audit process can support trusts by identifying areas that may require improvement. The board of trustees, taking advice from the audit and risk committee, must ensure there is 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.

The audit and risk committee must:

* Agree a programme of work annually to deliver internal scrutiny that provides coverage across the year
* Review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year
* Agree who will perform the work
* Consider reports at each meeting from those carrying out the programme of work
* Consider progress in addressing recommendations
* Consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
* Have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality

Internal scrutiny

The audit and risk committee must:

* Direct the trust’s programme of internal scrutiny
* Ensure that risks are being addresses appropriately through internal scrutiny
* Report to the board on the adequacy of the trust’s internal control framework, including financial and non-financial controls and management of risks

External Audit

The audit and risk committee must:

* Review the external auditor’s plan each year
* Review the annual report and accounts
* Review the auditor’s findings and actions taken by the trust’s managers in response to those findings
* Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust’s members about the auditor’s reappointment or dismissal or retendering. Considerations may include:
  + The auditor’s sector expertise
  + Their understanding of the trust and its activities
  + Whether the audit process allows issues to be raised on a timely basis at the appropriate level
  + The quality of the auditor comments and recommendations in relation to key areas
  + The personal authority, knowledge and integrity of the audit partners and their staff to interact effectively with, and robustly challenge, the trust’s managers
  + The auditors use of technology

The audit and risk committee must produce an annual report of the committee’s conclusions to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

Members

Gary Holmes - Chair

David Land

Gareth Bone

Tom Dower

Jane Conroy

Appeals

When appeals are made by staff (e.g. discipline, capability, grievance, pay), by parents (e.g. permanent exclusion, complaints) or by others the appropriate policy/procedures will be followed. Usually this will involve a group of any three Trustees who will meet to hear the appeal. They must not have been involved in the original decision and the Chair will decide who is suitable (e.g. it is unlikely to be appropriate for staff Trustees to hear appeals).

Membership

Trustees can be a member of more than one committee, though staff Trustee cannot join the Resources and Finance Committee. It is possible to bring in non-Trustees to join committees if they bring particular expertise which is otherwise lacking.

Key areas not covered by Committees

* Student Recruitment
* Business Engagement

These will be dealt with at full Trustees meetings.

Taken from Articles

