



# **Terms of Reference & Membership for Committees of The Constellation Trust Board**

## COMMITTEES OF THE CONSTELLATION TRUST BOARD – MEMBERSHIPS AND TERMS OF REFERENCE

*All terms of reference should be read in conjunction with the Scheme of Delegation and relevant policies/procedures. Where there is any conflict between these, the CEO may determine which takes precedence (taking account of any relevant statutory requirements) and will then ensure the conflict is addressed at the next Board meeting.*

### **Audit and Risk Assurance Committee**

#### Membership

Ms Colthup  
Miss Rhodes  
Mr Swaby

Quorum: 3

Attendees: Mr R Kennington (Director of Finance and Business); Dr C Taylor (CEO)

Reserve(s): any other trustee(s)

Clerk: Tony Hammond, IPC Services

Frequency: at least three per year

#### Terms of Reference

- To advise the Board of Trustees on the adequacy of internal controls and value for money systems.
- To review financial statements and reports and highlight any significant issues to the Board of Trustees.
- To monitor and review the effectiveness of financial procedures, controls and internal audit and, where appropriate, make recommendations for improvement.
- To recommend to members the appointment of the external auditors.
- To recommend the programme of independent checks on financial controls and systems.
- To receive auditors' reports and to recommend to the Board of Trustees action as appropriate in response to audit findings.

- To ensure all relevant reports and management letters are responded to effectively and in a timely manner.
  - To keep under review the whistleblowing policy and ensure allegations of fraud or irregularity are investigated.
  - To review the Trust's risk register.
  - To ensure a register of business interests is maintained.
  - To ensure the Trust meets the requirements of Data Protection and Freedom of Information legislation.
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## **Finance and Operations Committee**

### Membership

Mrs Brattan  
Professor Burden  
Mr Porteus

Quorum: 3

Attendees: Mr R Kennington (Executive Finance Lead); Mrs L Richardson (Executive HR Lead); Dr C Taylor; Mr T Taylor (COO)

Reserve(s): any other trustee(s)

Clerk: Tony Hammond, IPC Services

Frequency: at least four per year

### Terms of Reference

#### Finance

- To develop a financial strategy for the Trust and approve policies, procedures and plans required to realise the strategy.
- To consider the Trust's indicative funding, once notified by the ESFA, and to assess its implications for the Trust in advance of the financial year, drawing any matters of significance or concern to the attention of the trustees.
- To recommend the Trust's budget for approval by 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 priorities set out in the Trust Strategic/Improvement Plan.

- To monitor and review income and expenditure on a regular basis and ensure compliance with the Trust's overall financial plan, the financial regulations of the ESFA, the Trust's funding agreement and the Academy Trust Handbook (Academies Financial Handbook), drawing any matters of concern to the attention of the trustees.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement.

#### Human Resources

- To consider, determine and keep under review any strategies and policies for human resources and organisational development.
- To consider, determine and keep under review arrangements for consultation with staff as a whole and for negotiation and consultation with recognised trade unions and/or other representatives.
- To consider appeals and grievances against CEO or Trust decisions.
- To ensure effective measures are in place to promote equality and diversity in employment in line with safer recruitment policies and procedures, including DBS and other employment checks.
- To determine academy staffing structures.
- To consider the details of restructuring programmes, following any necessary approvals in principle by the trustees.
- To determine dismissal payments and agree early retirements.
- To develop strategy and policy in all matters relating to the recruitment, reward, retention, motivation, development, disciplinary and capability of the Trust's staff.
- To appoint headteachers and centrally employed staff.
- To dismiss staff in accordance with agreed policies.
- To implement the staffing reduction process.
- To agree dismissal and early retirement payments.
- To ensure the effective management of sickness absence, including the provision of effective occupational health services.
- To establish the Trust-wide code of conduct for staff.

#### Premises

- To approve/monitor the use of the Trust's capital funding, with due reference to the agreed selection criteria.
- To maintain oversight of premises issues, including capital investment, facilities management and community use.
- To ensure the implementation of a rolling programme of repairs and maintenance across all sites, based on identified priorities.

- To make the best use of the Trust’s capital assets.
  - To insure the buildings.
  - To prepare and keep under review the health and safety policy.
  - To ensure compliance with health and safety legislation and best practice, including monitoring accidents and near misses.
  - To monitor Trust-wide ICT provision.
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## **Pay Committee**

### Membership

Mrs Brattan  
Mr Porteus  
Mr Swaby

Quorum: 3

Attendees: Mr T Attwater (Executive Primary Lead); Mr R Kennington (Director of Finance and Business); Mrs L Richardson (Executive HR Lead); Dr C Taylor (CEO)

Reserve(s): any other trustee(s)

Clerk: Tony Hammond, IPC Services

Frequency: annually and additionally as required

### Terms of Reference

To make decisions in relation academy senior leaders and centrally employed staff pay, in accordance with the agreed Pay Policy.

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## **School Improvement Committee (Primary)**

### Membership

Mrs Colthup  
Mr Porteus  
Miss Rhodes

Quorum: 3

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Attendees: Mr T Attwater (Executive Primary Lead); Mr A Dulson (Safeguarding Lead); Mrs C Juggins (Primary Maths Lead); Ms T Pickering (Primary English Lead); Dr C Taylor (CEO)

Reserve(s): any other trustee(s)

Clerk: Tony Hammond, IPC Services

Frequency: at least four per year

### Terms of Reference

- To ensure that the highest possible standards are set and maintained across the Trust and facilitate the sharing of best practice.
- To receive regular reports on standards and progress for all cohorts against key performance indicators.
- To ensure provision for relationships and sex education.
- To identify any areas of concern in relation to standards and performance and implement an action-plan with the CEO.
- To ensure that the Trust's curriculum is balanced and broad.
- To approve/recommend for approval school improvement policies.
- To ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust.
- To support the CEO in the creation, implementation and monitoring of the Academy Trust's self-evaluation/improvement plan and any post-Ofsted action plan.
- To advise the Trust Board on targets for student achievement across the Trust.
- To ensure effective arrangements are in place across the Trust for pupil/student support and representation, monitoring attendance, discipline and arrangements relating to testing, examinations and qualifications.
- To establish and keep under review the behaviour policy for pupils.
- To monitor the impact of the behaviour policy for pupils.
- To set times of the school day and term dates.
- To consult annually before agreeing the admissions policy.
- To establish the appeals policy, procedure and panel.
- To make admissions decisions (prior to appeal).
- To deal with complaints in accordance with the agreed policy.
- To consider the Trust's obligations in relation to all aspects of safeguarding, including child protection, safer recruitment and e-safety.
- To make recommendations in relation to safeguarding practice/provision.
- To assess whether a school requires support in one or more areas.

- To review relevant sections of the Trust’s risk register.
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### **School Improvement Committee (Secondary)**

#### Membership

Mrs Brattan  
Professor Burden  
Mr Porteus  
Miss Rhodes

Quorum: 3

Attendees: Mr A Dulson (Safeguarding Lead); Mr P Mountain Wade; Mrs G Ransom (Head of Sirius West); Mr I Ravenscroft (Head of Sirius North); Dr C Taylor (CEO); Mrs S Yardley (Executive Alternative Provision Lead)

Reserve(s): any other trustee(s)

Clerk: Tony Hammond, IPC Services

Frequency: at least four per year

#### Terms of Reference

- To ensure that the highest possible standards are set and maintained across the Trust and facilitate the sharing of best practice.
- To receive regular reports on standards and progress for all cohorts against key performance indicators.
- To ensure provision for relationships and sex education.
- To identify any areas of concern in relation to standards and performance and implement an action-plan with the CEO.
- To ensure that the Trust's curriculum is balanced and broad.
- To approve/recommend for approval school improvement policies.
- To ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust.
- To support the CEO in the creation, implementation and monitoring of the Academy Trust's self-evaluation/improvement plan and any post-Ofsted action plan.

- To advise the Trust Board on targets for student achievement across the Trust.
- To ensure effective arrangements are in place across the Trust for pupil/student support and representation, monitoring attendance, discipline and arrangements relating to testing, examinations and qualifications.
- To establish and keep under review the behaviour policy for pupils.
- To monitor the impact of the behaviour policy for pupils.
- To set times of the school day and term dates.
- To consult annually before agreeing the admissions policy.
- To establish the appeals policy, procedure and panel.
- To make admissions decisions (prior to appeal).
- To deal with complaints in accordance with the agreed policy.
- To consider the Trust's obligations in relation to all aspects of safeguarding, including child protection, safer recruitment and e-safety.
- To make recommendations in relation to safeguarding practice/provision.
- To assess whether a school requires support in one or more areas.
- To review relevant sections of the Trust's risk register.