WILLIAM FARR

C of E Comprehensive School

Trust Board Committee Structure and Terms of Reference 2026-2027

Reviewed by Trust Board: September 2026

Next review: September 2027

1 The role of the Academy Trust, Trust Board and its Committees

The principles of governance in academies are not dissimilar to those in maintained schools. The Academy Trust is a charitable company limited by guarantee and the governance arrangements are set out in its governing documentation (the Articles of Association).

The Trust Board, on behalf of the Academy Trust, is responsible for the conduct of the school and for promoting high standards. It aims to ensure that students are attending a highly successful school which provides them with an outstanding education, supports their overall well-being and provides them with a successful transition to the next stage in their lives.

It has three core functions:

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

The Trust Board

Sets the strategic direction of the school by:

- Setting the vision, values, aims and objectives for the school;
- Agreeing the policy framework for achieving those aims and objective.

Challenges and supports the school by monitoring, reviewing and evaluating:

- The effectiveness of the school in relation to external benchmarks;
- The implementation and effectiveness of the policy framework;
- Progress towards annual priorities as detailed in the strategic plan.

Ensures accountability by:

- Ratifying the annual evaluation of school effectiveness;
- Holding the Headteacher to account for the performance of the school;
- Responding to OFSTED and other commissioned reports, where necessary;
- Ensuring parents and students are involved, consulted and informed as appropriate;
- Making available information to the community.

Appoints and performance manages the Headteacher who, with the Senior Leadership Team (SLT) and staff, will deliver the vision (through the day-to-day leadership and management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the Trust Board.

For the Trust Board to carry out its role effectively, Trust Board members must be:

- Prepared and equipped to take their responsibilities seriously;
- Acknowledged as an accountable body by the lead professionals;
- Willing and able to monitor and review their own performance.

The role of a Trust Board member

In law the Trust Board is a corporate body, which means:

- No Trust Board member can act on her/his own without proper authority from the Full Trust Board;
- All Trust Board members carry equal responsibility for decisions made, and;
- Although appointed from different backgrounds and with different skills, the overriding concern of all Trust Board members has to be the welfare of the school as a whole.

All Trust Board members are required to act in accordance with the Nolan Principles for conduct in public life:

Selflessness

Trust Board Members should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Trust Board Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Management

Holders of public office should promote and support these principles by Management and example.

2 The role of the Headteacher

The Headteacher, as the lead professional in the school, is responsible for its internal leadership, management and organisation, for advising the Trust Board members and for implementing the actions in the School Development Plan.

The Headteacher will be supported in the day-to-day leadership and management of the school by the SLT. A member of the SLT will take the role of Lead Professional in each Trust Board committee. S/he attends as a support professional and is expected to engage fully with the meeting, albeit without voting rights.

Incorporated in the role of the Headteacher and Lead Professionals in advising the Trust Board are:

- Formulating and reviewing the vision, values, aims and objectives for the school, for modification and adoption by the Trust Board;
- Formulating and reviewing policies for adoption by the Trust Board;
- Reporting to the Trust Board on progress, either at Full Trust Board meetings or at committee meetings, at least once per term;
- Completing school effectiveness reports that formulate the School Self Evaluation Document and associated strategic plan, for ratification by the Trust Board.

3 Full Trust Board membership and terms of reference

Membership: To be determined by the Articles of Association. The Headteacher will attend as an ex-officio trustee. Other members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the Trust Board on issues pertinent to their roles within the school. Staff attendees, who are not governors, will not have voting rights. The Trust Board must have a Chair and Vice Chair, who will be appointed by the Trust Board to serve a term of one year.

Remit: The Trust Board has a strategic role, challenges and supports the school, and is accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities:

- To monitor and evaluate the performance of the school by receiving reports from the Headteacher;
- To agree constitutional matters, including procedures where the Trust Board has discretion;
- To seek to fill vacancies as they arise and to appoint new trustees where it is possible to do so;
- To establish the committees of the Trust Board and their terms of reference;
- To elect the Chair of any Committee;
- To suspend or remove a trustee;
- To decide which functions of the Trust Board will be delegated to committees, groups and individuals and review these annually;
- To receive reports and ratify recommendations from any individual, working party or committee;
- To manage the school budget, consider the annual budget plan, consider and approve revisions to the budget plan;
- To ensure a policy review cycle is in place;
- To agree selection panels for Headteacher and Deputy Headteacher appointments;
- To set up a register of trustees' business interests;
- Reviewing and monitoring the SEND policy and its implementation.

Quorum: 3 trustees, or where greater, any one third (rounded up to a whole number) of the number of trustees holding office at the date of the meeting.

Frequency of meetings: One in September and then at least two other meetings a year.

4 Delegation of the Trust Board's functions

A decision about the delegation of Trust Board functions has been taken in the light of:

- The requirement for the Trust Board to fulfil a largely strategic function;

- The responsibility of the Headteacher and SLT for the internal leadership, management and organisation of the school ;
- The requirement for the Headteacher to comply with any legal and reasonable direction of the Trust Board in carrying out a function delegated by the Trust Board.

The Trust Board has delegated its functions to 2 types of committee, Standing and Routine, and to the Headteacher in accordance with the following structure and terms of reference.

5 The Trust Board committee structure and terms of reference

The individual committees are responsible for the functions that have been delegated to them by the Full Trust Board and operate under their own terms of reference.

The Trust Board will review the establishment, terms of reference, constitution, and membership of committees at least once a year (normally at the first ordinary meeting of the Full Trust Board in September).

The Trust Board must have a Chair and Vice Chair who will be appointed by the Trust Board to serve a term of one year. Each Committee must have a Chair and Vice Chair who will be elected at the September meeting of the Full Trust Board, to serve a term of one year.

All Trust Board Committee meetings must be clerked. Only when the Trust Board has agreed the minutes of these meetings (or within a maximum period of 4 months after the meeting) will the minutes be issued. All minutes can be circulated except confidential matters relating to individual staff, pay or students, which will not be circulated outside of the committee.

In the event of a tied vote the Chair of Trust Board or Committee Chair respectively will have the casting vote.

5 Additional committee members

The Trust Board may from time to time invite those with a specific interest or area of expertise to attend a particular meeting.

Consideration will also be given to inviting stakeholder representatives to become members of a committee, providing that a majority of members are trustees. The trustees may determine that some or all of the members who are not trustees may have voting rights.

6 Trust Board committee structure and terms of reference

Standing Committees

There are several Standing Committees, namely:

- Admissions;
- Complaints;
- Governor Support;
- Headteacher Pay and Performance Review;
- Pay;
- Pupil Discipline;
- Staff.

Standing committees meet only when required. Their terms of reference are as follows:

ADMISSIONS COMMITTEE

Committee membership: The Headteacher and at least two other members of the Trust Board. (NB the Headteacher is entitled to vote whether or not she/he is a governor.)

Terms of Reference:

- To review the school's admissions policy, which will include the admissions criteria;
- To review admissions arrangements and to make recommendations for changes to the Trust Board;
- Ensure that the timetable for the review of the policy provides adequate time for the statutory required annual consultation with the Local Authority;
- Recommend to the Trust Board for approval the final draft of the admissions policy;
- To determine within statutory provisions and the Trust Board policy whether any child should be admitted to the school. This cannot be delegated to an individual.
- Annually review the Independent Admissions Appeal Panel's administrative procedures to ensure that these are meeting statutory requirements. Should these be found lacking or incorrect then the trustees are held to be (and named as) the responsible party (although the decisions made by the Independent Admissions Appeal Panel remain completely independent of the school).
- Where possible, contentious applications (both religious and other) will be decided by the Admissions Committee: however, this may be delegated to a sub-committee of not less than 3 trustees where it is not practicable to deal with contentious applications in the committee meetings. All members of the Admissions Committee will be welcome at these sub-committee meetings; the only requirement being to have not less than 3 trustees present.
- The power to seek appropriate advice from specialist advisers, as necessary, to assist the Committee in its deliberations.

Quorum: 3 members of Committee.

Frequency of meetings: One in December and as required.

COMPLAINTS APPEAL COMMITTEE

Committee membership: Two trustees, and one independent member with no connection to the school.

Terms of Reference:

The committee will act in accordance with the school's Complaints Procedure, agreed by the Full Trust Board and hear any appeals against the decision made by the Headteacher (or Chair of Governors) in relation to a complaint.

Quorum for above committees: 3 members of Committee**.**

Frequency of meetings for above committees: as and when required.

GOVERNOR SUPPORT COMMITTEE

Committee membership: Two or three trustees, including one staff governor.

Terms of Reference:

To take an independent view of what the school has done to support children at risk of permanent exclusion. To invite parents/carers and pupil to attend a meeting or meetings(s) to find out any mitigating circumstances or justification and to explore where the school and child goes from there. The school does not attend the meeting but sends in a written report, which goes to the panel and parents/carers.

If there is a future Pupil Discipline Committee meeting, trustees would not be able to be part of the panel.

Quorum for above committees: 2 members of Committee**.**

Frequency of meetings for above committees: as and when required.

HEADTEACHER PAY AND PERFORMANCE REVIEW (Confidential)

Committee membership: Three Trust Board members, to be appointed annually by the Full Trust Board to carry out the review.

Terms of Reference:

- To complete the Headteacher's annual performance management review, with the support of an external adviser, and set appropriate targets allied to the School Development Plan;
- To agree appropriate professional development opportunities for the Headteacher;
- To programme at least two monitoring meetings to provide support and ensure progress to targets is appropriate;
- To make a report to the Estates and HR Committee in respect of its findings and recommendations in relation to the Headteacher's salary.

Quorum for above committees: 2 members of Committee**.**

Frequency of meetings for above committees: autumn term and mid-year.

PAY COMMITTEE

Rationale: To achieve the aims of the school pay policy in a fair, consistent and equitable way.

Membership: Any three members of the Trust Board (excluding staff trustees) who are available within the required timescales.

Role: The Pay Committee has full delegated powers to determine the pay of teaching staff, Senior Leadership Team (not the Headteacher) and support staff in accordance with the school pay policy.

Terms of Reference:

- To assess annual pay recommendations based on appraisals in line with the school pay policy;
- To assess threshold and post-threshold recommendations for teaching staff in line with the School Pay Policy;

- To communicate the outcome of pay recommendations to the Chair of Governors, Headteacher and the Resources Committee of the Trust Board.

Any appeals made against a pay recommendation will be in accordance with the school pay policy.

Quorum for above committee: 3 members of Committee**.**

Frequency of meetings for above committees: One in summer term.

PUPIL DISCIPLINE COMMITTEE

Committee membership: Any three Trust Board members who are available within the required timescales.

Terms of Reference:

The committee will act in accordance with statutory guidance, the school's Behaviour Policy agreed by the Trust Board and undertake the functions of the Trust Board in relation to excluded students.

Quorum for above committee: 3 members of Committee**.**

Frequency of meetings for above committees: as and when required.

STAFF COMMITTEE

Committee membership: Any three eligible Trust Board members who are available within the required timescales. The Headteacher, Teachers and Trustees employed to work in the school are not eligible to be a member.

Terms of Reference:

The committee will act in accordance with the school's Disciplinary Policy and procedures, agreed by the Full Trust Board and undertake any procedure/hearing which may result in an employee who works at the school having his/her contract of employment with the Trust Board terminated, not renewed or be in receipt some other sanction in accordance with the disciplinary procedure.

Quorum for above committees: 3 members of Committee**.**

Frequency of meetings for above committees: as and when required.

Routine Committees

There are 2 Routine Committees, namely:

- Education, standards & care
- Resources

These committees are the Routine Committees through which the work of the Trust Board is accomplished. They meet regularly, as decided by the Full Trust Board and their meeting dates are published in advance. They may be called to an emergency meeting by either the Chair or Vice Chair of Full Trust Board, or the Chair of the respective committee.

Their terms of reference are as follows:

RESOURCES COMMITTEE

To be read in conjunction with the Academy Trust Handbook (ATH), The School's Funding Agreement and Articles of Association, the school's Finance Policy and its Scheme of Delegation (SoD).

Membership: At least three trustees.

Only trustees have voting rights.

All matters to be decided upon will be determined by a majority voted – each trustee present is entitled to one vote. If there is an equal division of votes, the Chair of the committee will have the deciding vote

Quorum: 3 trustees

Frequency of meetings: Six per year (approximately every half term)

The Chief Financial Officer (CFO) who is non-voting and the Accounting Officer (Headteacher, ex officio trustee) are assigned to this committee to advise and report on matters in relation to its remit. Other members of staff responsible for specific areas may be asked to attend committee meetings to discuss with, report to or advise on issues pertinent to their roles within the school from time to time.

Roles and Responsibilities

Trustees: All trustees must apply the highest standards of conduct and ensure robust governance in order to fulfil their collective statutory responsibilities with regard to financial management. Under the school's Funding Agreement, the trust board must comply with its charitable objects, with company and charity law and with its contractual obligations. This Committee is part of how the trust board fulfils its statutory responsibilities including safeguarding, H&S and estates management.

Trustees must ensure regularity and propriety in the use of the school's funds and achieve economy, efficiency and effectiveness (the three elements of value for money (VFM)). All trustees must take ownership of the school's financial sustainability and its ability to operate as a going concern (ATH 1.21).

The Accounting Officer (the Headteacher) has specific responsibilities for financial matters which includes a personal responsibility to Parliament and the DFE (Department for Education) for the school's financial resources. The Headteacher must be able to assure Parliament and the public of high standards of probity in the management of public funds, particularly regularity, propriety and VFM. They must adhere to The 7 Principles of Public Life. The Headteacher maintains oversight of financial transactions by:

- Ensuring the school's property and assets are under trust board's control and that measures are in place to prevent losses or misuse.
- Ensuring that bank accounts, financial systems and financial records are operated by more than one person.
- Keeping full and accurate accounting records to support their annual accounts.

Each year the Headteacher must complete and sign a statement of regularity, propriety and compliance and submit to the DFE with the audited accounts.

The Headteacher must take personal responsibility (which cannot be delegated) for assuring the trust board that there is compliance with the Funding Agreement and the ATH (ATH 1.31- 38).

The Chief Financial Officer has the delegated responsibility for the school's detailed financial procedures. They fulfil both a technical and leadership role and must be appropriately qualified and experienced; they should sustain their ongoing professional development by undertaking relevant training.

Remit of the Resources Committee

The Trust Board has the collective accountability and responsibility for the school and for assuring that there is compliance and regulatory, contractual and statutory requirements (ATH 1.10). It takes full responsibility for its financial affairs, stewardship of assets and using resources efficiently to maximise outcomes for the pupils at William Farr School.

The Trust Board delegates some of its financial scrutiny and oversight to the Resources Committee to ensure that there is robust, effective oversight of funding, estates and workforce. The committee's function is to ensure that funding is used appropriately so that financial performance is effective and that estates are well-maintained and safe. It ensures that there is sound management of the school's finances and resources, including proper planning, monitoring, probity and value for money.

Although the ultimate responsibility for the school's finances remains with the Trust Board, a key function of this committee is to recommend the Annual Budget for approval.

The School's Scheme of Delegation sets out the delegated functions and responsibilities for each committee.

Responsibilities

General

- Contribute to trust self-evaluation, including proposals to improve the effectiveness of governance both at committee and board level.
- Review, recommend and approve policies as required by the Scheme of Delegation.

Financial Planning, Budget Setting & Monitoring

- Ensure that the school's financial plans are regularly monitored so that it remains a going concern
- Review and scrutinise the three-year budget forecast and ensure that it is submitted to the DFE on time
- Review and apply scrutiny in setting the annual budget and make a recommendation for approval to the trust board
- Ensure that the approved budget is submitted to the DFE by the end of August each year in accordance with published deadlines

- Ensure that the school prepares a **monthly** management of accounts (including income, expenditure report, variation to budget report, cash flows and a balance sheet) that sets out the school's financial position and performance
- Ensure that these management of accounts are shared with the Chair of the Trust Board on a monthly basis
- Monitor income against expenditure on a regular basis (a minimum of five times per year) and address any variances between the budget and actual income and expenditure and ensure that appropriate and timely action is being taken to sustain the school's financial viability
- Where required, authorise any change to the budget if they exceed £5000
- Monitor forecasts of pupil number estimates on a termly basis and challenge any variance in relation to revenue projections
- Ensure regular information is provided on the school's cash position including in relation to cash flow
- Advise the Board on the financial implications of the school's development plan and related strategic plans eg estates and IT
- Review, on an annual basis, the school's Finance Policy

Procurement and Spending Decisions

- Ensure that records are maintained to demonstrate that public funds have been used for their intended purpose as set out in the school's Funding Agreement
- Review and authorise any expenditure in excess of £15000 to £50000
- Ensure that any spending decision represents VFM and the competitive procurement procedures are in place
- When required, additional professional advice is obtained
- Ensure that the school's funds are not used for the purchase of alcohol consumption

Income Generation

- Keep under review any fees it sets for chargeable services and revise them as necessary

Risk Management

- Regularly monitor and review the school's risk register in relation to financial risk, H&S, workforce and estates
- Ensure that interests are declared at the start of each committee meeting and action taken if a conflict is identified
- Ensure that the school has adequate insurance cover and review the school's membership of Risk Protection Arrangement (RPA)
- Ensure that any reasonable risk management recommendation made by auditors in relation to finance, H&S, workforce and estates is implemented
- Ensure that the School Resource Management Self-Assessment Tool is completed each year, that its outcomes are reviewed (and appropriate action taken) and that it is submitted in a timely fashion

Estates

- Advise the trust board on priorities in relation to H&S and the maintenance and development of the school estate
- Ensure that procedures are in place to meet the school's statutory responsibilities and duties in relation to H&S. The day-to-day responsibility for H&S is delegated to the Accounting Officer who works with the CFO and Site Manager to discharge those duties effectively
- Ensure that all necessary checks in relation to H&S are carried out according to agreed time frames and cycles
- Scrutinise all H&S reports including those produced internally and externally
- Ensure that there is an identified link trustee appointed as H&S Link Trustee by the trust board and that appropriate training and support is available to them
- Ensure that there is a termly H&S site walk and inspection, comprising the CFO, Site Manager and H&S Link Trustee (or another member of the committee if unavailable)
- Review the termly H&S site inspection ensuring that the findings are shared with staff, that action is taken to remedy any issues and that this is followed up on the subsequent inspection visit
- Monitor and review the Estates Development Plan (as part of the School Development Plan (SDP)) including any aspect of the SDP that pertain to the work of this committee
- Ensure that the school has an Accessibility Plan in place and that it is kept under review.
- Ensure that the school's risk register is routinely reviewed and that matters relating to risk management are reported to the board
- Review the school's reserves policy annually and ensure that sufficient levels of reserves are retained to meet the school's needs
- Oversee, including strategic plans, systems, infrastructure and processes necessary to support the effective and smooth operation of the school eg IT
- Retain oversight of any building projects / capital works including submission of bids for funding and grants

Health and Safety

- Ensure that the school provides, maintains and develops a healthy and safe environment for everyone who studies, works or visits William Farr School
- Monitor and routinely review the implementation of the Health and Safety policy including risk assessment, reporting, inspection and remedial work
- Ensure that the school responding to internal and external inspection reports
- Ensure that school's emergency and evacuation procedures and critical incident plans are in place, routinely reviewed and tested
- Ensure that Health and Safety is central to the work of the school and school community
- Oversee the drafting and recommendations of the School Accessibility Plan

Workforce

- Ensure that the school observes all statutory and contractual obligations relating to the employment of staff
- Review and recommend staffing and employment policies to the Trust Board for approval

- Determine and monitor the implementation of policies relating to staff pay and absence
- Retain oversight of the school's contracts of employment and staffing
- Ensure that appropriate eligibility checks are undertaken for new staff
- Review and recommend for approval to the trust board, the school's staffing structure ensuring that it meets financial and curriculum needs
- Ensuring that the financial implications of staffing decisions are explicitly identified, understood and budgeted for. Any unbudgeted items have received prior approval from this committee or the trust board as set out in the SoD and Finance Policy.

Control Framework

- Put in place systems to ensure that there is sound internal control, risk management and assurance including having clearly communicated procedures and structures for staff, appropriate supervision and checks, internal scrutiny and external audit and assurance.
- Ensure that there is appropriate segregation of duties, that delegated financial authorities being complied with and that the planning and budgeting process is coordinated
- Monitor through reports and scrutiny that debtors, creditors, cash flow and monthly bank reconciliations are being managed
- Ensure that there is independent checking of controls, systems, transactions and risks, that reports produced are reviewed and that any recommendations are reported to the trust board and that action is taken
- Oversee and approve the school's programme of internal scrutiny
- Inform the trust board on the adequacy of the school's internal control framework
- Manage and oversee the school's assets and fixed assets register
- Ensure the risk of fraud and theft are reduced through vigilance, regular training and independent checking of controls, systems and transactions
- Ensure that the Chair of this committee meets with the CFO at least half termly if not monthly
- Oversee the production of the annual accounts, including presenting them and the auditors' report to the Board for approval
- Review the external auditor's plan each year
- Contribute to the trust board report for inclusion in the audited financial statements

Audit and Risk is a combined committee within resources.

Employees of the school should not be Audit and Risk Committee members, but the Accounting Officer and School Business Manager should attend to provide information and participate in discussions. The Chair of Governors should not be Chair of the committee.

Remit: To advise the Full Trust Board on the adequacy of the school's internal control framework, including financial and non-financial controls and risk management arrangements, to direct a programme of internal scrutiny and to consider the results and quality of external audit.

Internal scrutiny

- 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 and an annual summary report for the year ended 31 August to help the committee consider actions and assess year on year progress;
- 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;
- Oversight must ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the school, is accurate and in compliance with funding criteria.

External audit

- Review the external auditor's plan each year;
- Review the annual report and accounts;
- Review the auditor's findings and actions taken by the school's SLT in response to those findings
- Assess the effectiveness and resources of the external auditor to provide a basis for decisions by the school'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 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 auditor's use of technology
- Produce an annual report of the committee's conclusions to advise the Full Trust Board and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

Risk management

The school must manage risks to ensure its effective operation and must maintain a risk register:

- Review the ratings and responses on the risk register and report back to the Full Trust Board, which retains ultimate oversight of the risk register, and must review the risk register at least annually;
- Risk management covers the full operations and activities of the trust, not only financial risks.

Policies

Anti-Fraud
Critical incident
Gifts and hospitality
Whistleblowing

EDUCATION, STANDARDS & CARE COMMITTEE

Membership: At least three Trustee.

This committee may have assigned to it appropriate members of the SLT, to advise it on aspects of its remit. Other members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the committee on issues pertinent to their roles within the school. Staff attendees will not have voting rights.

Remit:

The committee's general function is to help develop policy/objectives that support the Trust's overall strategy and complement both the Board and CEO (Headteacher) in their responsibilities. It will ensure that the Trust's strategic vision and values are at the centre of its endeavours. It will consider safeguarding and equalities implications when undertaking all committee functions.

The committee's specific function is to approve, review, and challenge educational provision and

standards, including attainment and progress data, the personal behaviour and development of pupils at and across all of the Trust's schools, and leadership & management within the Trust. A specific function of the Committee is to support the Headteacher (CEO) and the Trust Board in their responsibilities for standards, teaching and learning; care and safeguarding; and careers. The committee will liaise, and consult, with other committees of the Trust Board where appropriate.

Responsibilities:

The committee shall provide scrutiny and challenge and exercise responsibility for, and oversight of, the following matters:

- Contributing to the Trust Board's self-evaluation, including proposals to improve the effectiveness of the Committee and / or of WFS governance
- Monitoring and evaluating the overall effectiveness and efficiency of leadership and management at the Academies
- Ensuring that the Academy is fostering the Trust's vision of "Life in all its fullness" so that every child, regardless of starting point or background, makes excellent academic progress and achieves outcomes that enable them to thrive in the next stage of their life, and so that every child has the confidence to engage in a lifelong development of pursuits that they love
- Reviewing, recommending and approving policies as required by the Scheme of Delegation.

EDUCATION & STANDARDS

- Monitoring and evaluating the overall effectiveness and efficiency of leadership and management at the Academy

- Regularly monitoring education quality, the effectiveness of standards and performance, and impact across the Academy. The Committee will use key performance indicators, including local and national comparators, including for whole school and any identified groups of pupils, together with termly reports from the CEO/Headteachers based on tracking data and school visits, the schools' own SEFs (Self-Evaluation Forms) & School Improvement Plans (SIPs), Ofsted reports and reports from external reviews for this purpose

- Through the Executive Team, monitor the curriculum & provision, including its intent, implementation and impact, supporting and promoting rich curriculum development and ensuring teaching is accessible for all children

- Through the Executive Team, ensuring that each school's curriculum is broad and balanced and engages with national and statutory guidance as appropriate, that it complies with the Trust's Funding Agreement, and that the intended impact is evaluated and documented

- Monitoring the effectiveness of quality assurance processes regarding teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust

- Monitoring the school's Behaviour Policy

- Monitoring the effectiveness of professional development of staff

- Monitoring the provision of careers education and guidance,

- To consider curricular issues which have implications for staffing and finance and make recommendations to the Resources Committee.

CARE

- Monitoring the effectiveness of the approach to and effectiveness of support for vulnerable pupils, including those with SEND and those who receive Pupil Premium, across the Trust and ensuring that their requirements are being met, including through annual SEND reviews, and the effective deployment of Pupil Premium Grant

- Ensuring that Trust delivery of safeguarding activities & support for children aligns with Keeping Children Safe in Education 2025 & other relevant guidance

- Overseeing parental engagement in governance and reviewing parental perspectives arising from parental surveys and engagement

- Monitoring the provision of SMSC (spiritual, moral, social & cultural development) and the quality with which this is implemented through both the taught and informal curriculum (i.e. school culture, school values, assemblies etc.)

- Monitoring the effectiveness of arrangements for pupil support and representation, for monitoring pupil attendance and for pupil behaviour and discipline, including suspensions & exclusions, and ensuring that appropriate action is planned and taken in order for member schools to meet agreed targets

- Monitoring the effectiveness of the transition preparation arrangements for children both leaving and joining
- Liaising with members of the School Council, as appropriate
- Monitoring the delivery of collective worship, Chaplaincy and monitoring arrangements for SIAMS inspections.
- Monitoring all exclusions and ensuring that provision for excluded pupils meets best practice and statutory requirements
- Monitoring student attendance and ensuring arrangements meet best practice and statutory requirements
- Monitoring the delivery of PSME, sex education and relationships
- Monitoring the progression and destination of students when they leave school;
- To oversee and authorise the arrangements for school visits in line with school policy and legal requirements.

Quorum: 3 members of Committee

Frequency of meetings: At least once per term and as and when required.