



Archbishop Temple
Multi Academy Trust

Together With God

Standards Committee Terms of Reference

Purpose of the committee:

The purpose of the Standards Committee is to monitor the curriculum, standards and quality of educational provision, including the provision to enable all involved with the school to experience 'life in all its fullness'.

1.0 CONSTITUTION

1.1 The Board of Trustees of the Archbishop temple Trust, referred to as the Trust Board, hereby resolves to establish a committee of the Trust Board to be known as the Standards Committee.

2.0 MEMBERSHIP

2.1 The Committee shall have a minimum of three members and a maximum of six members. A majority of Committee members must be Trustees of the Trust Board.

2.2 The Committee's current members are set out in Appendix 1.

2.3 Subject to paragraph 2.4, the Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair. The CEO is not eligible to be elected as Chair of the committee.

2.4 No person may act as Chair under paragraph 2.3 unless they are also a member of the Trust Board.

2.5 The Chair of Trustees shall ensure that a clerk is provided to take minutes at meetings of the Committee.

2.6 The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3.0 REMIT AND RESPONSIBILITIES OF THE COMMITTEE

3.1 The Committee shall be responsible for the matters set out in the terms of reference.

4.0 PROCEEDINGS OF COMMITTEE MEETINGS

4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year

4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.

4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Trustees of the Trust.

4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter. Should the meeting not be quorate, an email vote is permitted following the meeting.

4.5 Each member present in person shall be entitled to one vote.

4.6 Where there is an equal division of votes the Chair shall have a casting vote.

4.7 A register of attendance shall be kept for each Committee meeting and published annually.

5.0 AUTHORITY

5.1 The Committee is authorised by the Trust Board to:

- Carry out any activity authorised by these terms of reference; and
- Seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6.0 REPORTING PROCEDURES

6.1 Within 21 days of each meeting the Committee will: Produce and agree minutes of its meetings that summarises the meeting and identifies: (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board.

6.2 The Minutes can be agreed by Committee members by email.

6.3 The Minutes will be sent to the Trust Board within 21 days following each Committee meeting.

6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

7.0 TERMS OF REFERENCE

7.1 Recommending to the Trust Board for approval the educational targets of the schools (in consultation with headteacher and LGBs), including, but without limitation, determination of each of the schools' development plans.

7.2 Considering and evaluating performance of the schools in relation to schools and other matters.

7.3 Oversight of the school's effectiveness to deliver against the Trusts vision, including ensuring a broad, balanced and relevant curriculum for all pupils;

7.4 Oversight of the effectiveness of the Christian Character of the school

7.5 Monitoring the overall effectiveness and efficiency of leadership and management at the schools, including quality of care and quality of provision

7.6 Considering and evaluating the effective use of the Pupil Premium funding by the schools and its impact on the achievement of disadvantaged pupils.

7.7 Receiving reports on the quality of teaching and learning and making recommendations to the Trust Board.

7.8 Commenting and advising on the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.

7.9 Considering the aims and priorities for raising standards of achievement in each of the schools' strategic plans.

7.10 Receiving reports reviewing student attendance, exclusions, punctuality and disciplinary matters for each school.

7.11 Receive OFSTED and SIAMS reports related to each academy and monitor progress towards development points raised in the reports.

7.14 Receiving and considering revisions to policies which relate directly to the work of this Committee including but not limited to safeguarding, special educational needs, spiritual, moral and cultural development, attendance, punctuality, behaviour, rewards and sanctions, home-school agreements, uniform, homework, educational visits, equal opportunities, and relationships and sex education.

7.15 Working on behalf of the Trust Board to ensure each school complies with its commitment to training for all personnel.

7.16 Promoting partnership working between parents / carers and the schools to promote high standards of attendance, behaviour and learning by students.

7.17 Undertaking consultation with students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the schools to assess its performance against its stated aims and objectives.

7.18 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.

7.19 To escalate safeguarding concerns raised at meetings to the full board.

7.20 Reviewing or investigating any other matters referred to the Committee by the Trust Board.

7.21 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.

7.22 Consider any other matters where requested to do so by the governing body.

Appendix 1

Members of the Standards Committee

Rev. Karen Hopwood-Owen

Rev. Hannah Lane

Mr John Waring

Mrs Barbara Kinch

Canon Jill Pilling

Daniel Caffrey

In attendance

Mrs Nikki Patel DCEO



Archbishop Temple
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Financial Audit And Risk Committee

Terms of Reference

Constitution

1.1. The Archbishop Temple Trust Board of Trustees established a Finance, Audit and Risk Committee to advise the Board on matters relating to the Academies finance and audit arrangements, systems of internal control and risk management. The Committee will advise and aid the Board to ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.

1.2. The Finance Audit and Risk Committee is responsible to the Trustee Board.

1.3. The Committee's Terms of Reference are agreed and adopted by the Board and can only be amended with the approval of the Board.

Membership

2.1 The Committee will consist of a minimum of 3 Trustees who will be appointed by the Board. At least one member of the Committee should have relevant financial or audit experience. The Chair of the Trust Board cannot be the Chair of the Finance, Audit & Risk Committee. The current committee members are set out in Appendix 2.

2.2 The members of the Committee shall hold office from the date of their appointment until resignation or omission from membership on subsequent consideration by the Board. The Board is to review Committee membership on an annual basis at the start of the academic year. It is recommended that the maximum period of membership is six years.

2.3 The Committee will appoint a Chair and Vice Chair.

2.4 The CEO and Chief Finance Officer will be in attendance but will have no voting rights.

2.5 Any other members of staff or external professionals will be invited to attend the relevant meeting as required.

Meetings

3.1 The Committee will meet a minimum of three times per year in advance of the Trust Board Meetings.

3.2 The quorum shall be 2 Trustees.

3.3 The administration of meetings will be managed by the Clerk to the Board. Agenda and papers will be circulated to members of the Committee 7 days in advance of the meeting.

3.4 In addition to voting in person at a meeting, Trustees are able to vote on

matters via e-mail to the Clerk to the Trustees (ahead of the meeting) or via video / telephone conferencing during the meeting.

Authority

4.1 The Committee will report to the Board on any decision taken in accordance with the Scheme of Delegation.

4.2 The Committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the Board.

4.3 The Committee is authorised to obtain any legal and professional advice it considers necessary, normally in consultation with the Chair of the Board.

Main Duties

The main duties of the Committee are as follows:

5.1 Fulfil its responsibilities as set out in these Terms of Reference in line with the Academy's Funding Agreement, Articles of Association, Scheme of Delegation, Academies Trust Handbook, Academies Accounts Direction and the Academy's Financial Procedures Manual.

5.2 Ensure sound management of the Academies finances and resources including proper planning, monitoring, probity and value for money.

5.3 Advise the Board on the adequacy and effectiveness of the Academies Governance, risk management, internal control and value for money systems and frameworks.

5.4 Advise the Board on the appointment, re-appointment, dismissal and remuneration of the external auditor.

5.5 Advise the Board on the need for and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of an internal auditor or other assurance provider. Oversee and approve the Trust's programme of internal scrutiny.

5.6 Oversight of regulatory compliance, ethics and Whistleblowing.

Detailed Responsibilities - Finance

The Finance, Audit & Risk Committee shall consider and advise the Board on the following specific matters:

6.1 The monthly management accounts of the Academy, including any proposed actions required to address any adverse variances from budget plan.

6.2 The revised forecast of estimated income and expenditure for the full year for the Trust, its Academies and subsidiaries, including any proposed actions required to address any adverse variances from budget plan.

6.3 The setting of the annual budget and 3 year plan for the Academy, in advance of submission to the Education & Skills Funding Agency (ESFA).

6.4 The annual audited financial statements of the Academy. It will ensure that the Academy submits the annual report and associated documents to the ESFA by 31st December.

6.5 Monitoring and updating of financial policies and financial regulations for the Academies.

6.6 To consider any other matters that can have a financial impact on the Academies.

Detailed Responsibilities - Audit

The Committee shall consider and advise the Board on the following specific matters:

7.1 Recommend to the Board the appointment or reappointment of the external auditors of the Academy.

7.2 Review the external auditor's letter of engagement and annual planning documents and approve the planned audit approach.

7.3 Review all reports received from the external auditor (e.g. annual reports, management letter) and consider any issues raised and the associated management response and action plans. Reports should be referred to the Board for information or action.

7.4 Recommend to the Board the appointment or reappointment of the internal auditors of the Academy.

7.5 Review the internal auditors planned schedule of work for the year and approve the planned audit approach.

7.6 Review all reports received from the internal auditor (e.g. annual reports, internal control findings) and consider any issues raised and the associated management response and action plans. Reports should be referred to the Board for information or action.

Detailed Responsibilities – Risk Management

The Committee shall consider and advise the Trust Board on the following specific

matters:

8.1 Annual review of the Academy's risk management systems including arrangements for risk management, control and governance processes.

8.2 Review, monitoring and assurance of the Academy's Risk Register.

8.3 Review of the Academy's Scheme of Delegation and recommending any changes to Board for approval.

8.4 Annual review of all insurance arrangements.

Appendix 2

Members of Finance, Audit & Risk

Mr John Waring

Canon Simon Cook

Kathryn Hodgkiss

In attendance

Canon Jill Pilling CEO

Mrs Jacqueline Warburton CFO

Mrs Nikki Patel DCEO