



Staploe Education Trust

# Scheme of Delegation

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Author:	Executive Headteacher
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## Governance

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	CFO
Approve changes to the Trust Articles of Association	Approve					
Approve Terms of Reference for Board and committees		Approve	Consult			
Approve Trust Scheme of Delegation		Approve	Inform			
Appoint Chair of Board		Appoint				
Appoint/remove Trustees as per Articles of Association	Approve	Recommend				
Nominate safeguarding lead trustee		Responsible for Trust-wide	AB responsible for school safeguarding lead			
Nominate SEND lead trustee		Responsible				
Ensuring finance skill set on Board		Responsible				
Establishing and appointing Board committees		Responsible				
Appoint Chair of Trust committees		Appoint				
Appoint Trust Governance Professional		Approve		Consult		
Organise calendar of Trust Board and committee meetings		Responsible				
Develop and implement training for governance		Responsible	Consult	Consult		

## Trust Vision, Ethos and Strategy

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Setting Trust vision		Responsible		Consult		
Setting Trust strategy		Responsible		Consult		
Setting school improvement plans in line with Trust priorities			AB Approved by School Effectiveness	Consult	Responsible	
Setting Trust culture and values		Responsible		Consult and implement		
Engaging with parents/carers		Responsible that this takes place	AB for each school		Implementation for school community	

## Compliance

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Ensuring compliance with equalities legislation		Responsible that this takes place	Risk and Audit	Responsible for compliance delivery		
Setting governance policies (data protection, information sharing, cyber security, Freedom of Information (FOI), code of conduct, complaints, whistleblowing)		Responsible	Developed and approved by committees as per schedule	Implement		
Setting trust safeguarding practices, with regard to statutory guidance, including appointing Designated Safeguarding Lead (DSL)		Responsible		Implement		
Delivering support for Looked After Children		Responsible	AB responsible for school		Implement	
Carrying out Disclosure and Barring Service (DBS) checks		Responsible		Implement		
Setting safeguarding policies (safeguarding and child protection, Prevent, Looked After Children, safer recruitment)		Responsible	AB to ensure policy is school specific		Implement	
Setting health and safety policies		Responsible Approve	Infrastructure to ensure compliance		Implement	

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Setting admissions policies		Responsible - agree PAN and criteria	Advisory Body approve		Consult	

## Quality of Education

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Establish Trust quality assurance strategy				Responsible		
Prepare school self-evaluation, school improvement plans and school KPIs			AB	Approve	Responsible	
Setting Trust approach to curriculum and assessment, with regard to statutory requirements		Accountable for compliance Responsible for setting principles	School Effectiveness		Responsible for delivery	
Delivering Early Years Foundation Stage (EYFS), in line with statutory requirements		Accountable for compliance	AB		Responsible for delivery	
Setting and delivering school curriculum and assessment in line with Trust approach		Accountable for compliance	AB	Oversight and support	Responsible for delivery	
Developing curriculum policies as required by school(s) (religious education, relationships, sex & health education, collective worship)		Accountable for compliance	AB		Responsible for delivery	
Production and analysis of data		Responsible for holding CEO and HTs to account		Oversight and support	Responsible for delivery of school & operational	

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
					performance KPIs	
Setting behaviour and welfare policies (behaviour, exclusions)		Responsible for setting principles	AB	Oversight and support	Responsible for delivery	
Delivering careers guidance, with regards to statutory requirements		Responsible for ensuring compliance	AB	Oversight and support	Responsible for compliance and delivery	
Ensuring compliance with SEND Code of Practice		Responsible for ensuring compliance	Risk and Audit - compliance AB - quality of delivery	Responsible for compliance and delivery	Responsible for compliance and delivery	
Setting approach to directing pupils offsite and exclusions		Responsible for compliance	AB to convene exclusion panels		Responsible for compliance and delivery	
Keeping admission and attendance registers		Responsible for compliance	Risk & Audit		Responsible for compliance and delivery	
Attending Trust inspections		Responsible	AB involved as determined by Board	Consult and advise Board		



## Personnel

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Appointing Senior Executive Leader (SEL) as Accounting Officer		Appoints and holds to account		Accountable to Board		
Appointment of headteachers and deputy headteachers		Approval		Recommendation		
Review of school ISR and structure of school leadership team		Approve	Review Committee		Recommendation and responsible	
Appointment of other school leadership roles				Approve	Recommendation	
Appointing CFO and Operations Director		Appoints		Consult		
Annual Pay awards		Approve				
Performance pay recommendations			TRC	Recommend	Consult	
Executive Headteacher Performance Review and Pay Award		Responsible	Performance Review Panel TRC to oversee and recommend			
Headteacher and Operations Director performance review and pay award			Review Committee to approve	Responsible and Recommend		
Setting approach to staff appointment and dismissal, with regard to statutory		Responsible for compliance	Infrastructure to approve policies	Responsible	Responsible for delivery	

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
requirements						
Setting approach to appraisal and performance management		Responsible	Infrastructure to approve policies	Responsible	Responsible for delivery	
Setting pay levels, including executive pay		Responsible for compliance and approval	Review Committee to make recommendations to Board			
Setting HR policies (appraisal, pay, disciplinary, grievance, capability, safer recruitment)		Responsible for compliance	Infrastructure to approve policies	Responsible	Responsible for delivery	

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Suspension of CEO		Approve and implement				
Suspension of Headteacher/ /Operations Director		Approve		Implement		
Return of CEO after suspension		Approve				
Return of Headteacher/ /Operations Director after suspension		Approve				
Dismissal of CEO		Implement				

Dismissal of Headteacher/Operations Director		Implement				
Dismissal and suspension of teaching and support staff					Implement	
Dismissal and suspension of Trust central staff				Implement		

## Financial Performance

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	CFO
Setting delegated authority limits for financial transactions		Sets delegated authority limits				Implement
Establishing controls framework including internal audit		Responsible to ensure compliance	Risk and Audit to approve internal scrutiny schedule	Propose internal review schedule		Propose internal review schedule Responsible for delivery
Developing budget and 3 - 5-year forecast		Responsibility to approve	Decision to adopt - Finance; checked by Risk and Audit	Consult	Consult	Responsible
Delivering monthly management accounts and forecasts		Ensure accurate forecasts Reviews accounts 6 times each year	Finance committee			Responsible
Managing cash position		Responsible for cash management	Finance committee			Responsible for delivery
Monitoring pupil premium spend; Recovery funding (where applicable) PE and sport premium			AB holds schools to account		Responsible for delivery	
Appointing external auditor	Approve	Responsible				

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	CFO
Use of reserves		Approve		Consult		Responsible for delivery
Annual financial benchmarking						Responsible for delivery
Delivering annual report and accounts		Ensure preparations Approve.		Responsible		Responsible for delivery
Developing finance policies (charging and remission, procurement)			Finance committee			Responsible for preparation and delivery
Managing conflicts of interest and related party transactions		Responsible				
Ensuring compliance with ESFA requirements (including novel, contentious and repercussive transactions, disposal of land and assets and use of School Condition Allocations, use of school premises.		Responsible for ensuring compliance		Responsible for delivering compliance	Responsible for delivering compliance	
Ensuring adequate insurance cover is in place		Responsible				
Agree the Business Continuity Plan		Responsible	Risk and Audit			
Maintaining risk register		Oversight of strategic risks	Oversight of risks associated with ToR, including	Responsible		

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	CFO
			school risks for AB			

## Premises and Assets

Area of Responsibility	Members	Board	Committee	CEO	Headteacher	Operations Director
Trust Asset Management Strategy		Board	Infrastructure recommend			
Disposal of Trustee premises or lease arrangements		Approve		Recommend		
Health and Safety policy		Responsible	Infrastructure approve		Implement	
Determine scope of central services and delivery to schools		Approve		Recommend		
Maintain a Fixed Asset Register		Responsible for ensuring compliance				

## School Changes and Procedures

Area of Responsibility	Members	Board	Committee	CEO	HT	CFO
Schools times and term dates		Approve	AB consultee	Recommend		
Change of school age range; PAN or provision		Approve Responsible				



## Secondary Advisory Body Terms of Reference

To be reviewed annually

### History of Document

Issue No.	Author	Date Written	To Trust Board	Comments
2016/01	Rachel Earl	Nov 2016	13 Dec 2016	
2017/01	Rachel Earl	Oct2017	12 Dec 2017	Agreed
2018/01	Rachel Earl	Oct 2018	11 Oct 2018	Agreed
2019/01	Rachel Earl	Sept 2019	10 Dec 2019	Agreed
2020/01	Rachel Earl	Nov 2020	December 2020	Agreed
2022/01	Rachel Earl	Nov 2022	December 2022	Agreed
2023/01	Rachel James	Nov 2023	December 2023	Agreed

## **Terms of Reference for Staploe Education Trust Secondary Advisory Body**

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### **Appendix**

#### *Persons ineligible to be members of the Secondary Advisory Body*

#### **1. Responsibilities of the Secondary Advisory Body**

- 1.1 Staploe Education Trust, the Company, is a charitable company limited by guarantee.
- 1.2 The Trustees are the charity trustees and responsible for the general control and management of the administration of the Company in accordance with the provisions set out in the Articles of the Company.
- 1.3 Legal responsibility for the School lies with the Company. It is governed by the Trustees, who rely on advice and support from the School's Advisory Body, particularly (but not limited to) achievement and school improvement, particularly in relation to the School Improvement Plan and the other specific matters as delegated by the Board and set out in the Scheme of Delegation.
- 1.4 The Secondary Advisory Body is a Committee of the Trustees established under the Articles of the Company. Therefore, the Trustees are able to change the constitution of the School Advisory Body and remove Governors.

- 1.5 Subject to provisions of these Terms of Reference, the business of the School shall be managed by the Secondary Advisory Body. The Trustees delegate the running of the School to the Secondary Advisory Body and specifically the following duties:
- 1.5.1 setting the aims and objectives of the School in consultation with the Trustees;
  - 1.5.2 determination of the educational vision and development plan of the Academies in consultation with the Trustees;
  - 1.5.3 review of these Terms of Reference under which the School Advisory Body and Academies are governed and recommendation of subsequent amendments to the Board;
  - 1.5.4 to receive and note the annual budget for the School as set by the Trust Board. To identify any risks that this may present in the delivery of the School development plan and raise such matters through the Trust Board;
  - 1.5.5 The Secondary Advisory Body must report to Risk and Audit and/or the Trust Board any issues that they agree would be material to the Trust;
  - 1.5.6 compliance with the Academy's financial handbook (or any subsequent set of financial requirements imposed by the Department for Education);
  - 1.5.7 monitor income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academies, referring any concern identified to the Infrastructure Committee in the first instance;
  - 1.5.8 Review of overall school staffing structure and remuneration within the parameters set by the Trust. The power of dismissal is delegated by the Board to the Executive Head.
- 1.6 The members of the Secondary Advisory Body are not and nothing within this document is intended to make them charity trustees.
- 1.7 Each member of the Secondary Advisory Body shall act in the best interests of the Academies at all times.
- 1.8 The members of the Secondary Advisory Body must keep confidential all information of a confidential nature obtained by them relating to the Academies.

## **2. Business of the Secondary Advisory**

- 2.1 Scrutinise school performance data relating to pupil progress, attendance behaviour and other KPIs, including groups, as set out on the KPI template. The Advisory Body will note risks and evaluate the impact of mitigations. The Advisory Body will scrutinise the school self-evaluation and the effectiveness of its improvement plan.
- 2.2 Consider school risk management and ensure that the school is actively responding to short and long term risks reporting this to the Board through the Risk and Audit committee.

- 2.3 Consider Trust policies and procedures by shaping policies where these policies are delegated, and advise the Board on policies which fall under the direct remit of the Board.
- 2.4 Consider the quality of Teaching, Learning and Assessment and Curriculum development. Through a report from the Headteacher on the impact of quality improvement work across the Trust and in individual schools, the Secondary Advisory Body will monitor effectiveness on behalf of the Board and escalate any risks as needed.
- 2.5 Receive reports on Safeguarding and escalate any risks as needed.
- 2.6 Gather Stakeholder views and ensure any action required is taken by the school and any risks are escalated to the Risk and Audit committee.
- 2.7 Undertake visits and report to the advisory body as requested by the Performance Committee. Using visits to follow any lines of enquiry suggested by the School Performance Body's own agenda. Visits will be reported back to the Secondary Advisory Body. Consider community engagement and any community development plans for each school. Advise the Trust Board on any local issues affecting the school.
- 2.8 Review and discuss and strategic developments which would shape the use of the school's delegated budget. The Secondary Advisory Body will advise the Trust of VFM decisions made on behalf of the school.

### **3. Composition of the Secondary Advisory Body**

- 3.1 The membership of the Secondary Advisory Body shall be determined in accordance with the following provisions:-
  - 3.1.1 The total membership shall be not less than 3 and not more than 15.
  - 3.1.2 The membership shall comprise:
    - Up to 10 appointed Governors appointed by the Advisory Body;
    - A minimum of 2 Staff Members;
    - A minimum of 2 Parent Members;
    - The Headteacher
    - such other members as the Trustees decide.
- 3.2 The Secondary Advisory Body may continue to act notwithstanding a temporary vacancy in its composition.
- 3.3 In accordance with the Company's Articles of Association, the School's Advisory Body may make nominations of suitably qualified individuals to serve as Trustees of the Trust. In line with procedures set out by the Trust for this purpose.

### **4. Resignation & Removal**

- 4.1 A member of the Secondary Advisory Body may at any time resign his office by giving notice in writing to the Clerk to the Secondary Advisory Body.

- 4.2 A member of the Secondary Advisory Body shall cease to hold office if he is removed by the person or persons who appointed him. This provision does not apply in the case of the Parent or Staff member.
- 4.3 The Trustees may terminate the appointment of any member of the Secondary Advisory Body whose presence or conduct is deemed by the Trustees not to be in the best interests of the Company or the School.
- 4.4 The Headteacher and any Staff Member shall automatically cease to hold office if they cease to be associated with the School in the capacity in which he was appointed or elected.

## **5. Term of Office**

- 5.1 Any member of the Secondary Advisory Body shall hold and vacate office in accordance with the terms of his appointment but (except in the case of the Headteacher) the length of his term of office shall not exceed four years.
- 5.2 Members of the Secondary Advisory Body retiring at the end of their term of office shall be eligible for re-appointment at the discretion of the Secondary Advisory Body.

## **6. Conflicts of Interest**

- 6.1 The income and property of the School must be applied solely towards the provision of the Objects as detailed in the Articles. The restrictions which apply to the Trustees with regard to having a Personal Financial Interest shall also apply to the members of the Secondary Advisory Body.
- 6.2 Any member of the Secondary Advisory Body who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a member of the Secondary Advisory Body shall disclose that fact to the members of the Secondary Advisory Body as soon as he becomes aware of it. A member of the Secondary Advisory Body must absent himself from any discussions and decisions of the members of the Secondary Advisory Body in which it is possible that a conflict will arise between his duty to act solely in the interests of the School and any duty or personal interest (including but not limited to any Personal Financial Interest).

## **7. Appointment of Chair and Vice-Chair**

- 7.1 The Chair of the Secondary Advisory Body will be nominated by the Secondary Advisory Body every year for a 1 year term. The appointment of the Chair must be agreed by the Board of Trustees of the Staploe Education Trust.
- 7.2 The Vice-Chair should be elected for a 1 year term.
- 7.3 If both the Chair and the Vice-Chair are absent from any meeting of the Secondary Advisory Body those members present shall appoint one of their number to chair the meeting.

## **8. Meetings of Secondary Advisory Body**

- 8.1 The Secondary Advisory Body shall meet at least once in every term, and shall hold such other meetings as may be necessary.

- 8.2 All meetings shall be convened by the Governance Professional to the Secondary Advisory Body, who shall send to the Secondary Advisory Body members' written notice of the meeting and a copy of the agenda at least fourteen days in advance of the meeting. Full agenda and papers will be sent at least seven days in advance of the meeting.
- 8.3 A meeting of the Secondary Advisory Body shall be called by the Governance Professional whenever requested by the Chair or at the request in writing by any three members of the Secondary Advisory Body. Where there are matters demanding urgent consideration, the Chair or, in his absence, the Vice-Chair may waive the need for seven days' notice of the meeting and substitute such notice as he thinks fit.
- 8.4 The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

## **9. Quorum**

- 9.1 Meetings of the Secondary Advisory Body shall be quorate if three or one-third of members are present (whichever is greater).
- 9.2 If the number of members of the Secondary Advisory Body assembled for a meeting of the Secondary Advisory Body does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the Secondary Advisory Body the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 9.3 If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he thinks fit, determine the time and date at which a further meeting shall be held and shall direct the Governance Professional to convene the meeting accordingly.

## **10. Proceedings of Meetings**

- 10.1 Every question to be decided at a meeting of the Secondary Advisory Body shall be determined by a majority of the votes of the members of the Secondary Advisory Body present and voting on the question. Every member of the Secondary Advisory Body shall have one vote. Where there is an equal division of votes the chair of the meeting shall have a second or casting vote.
- 10.2 A member of the Secondary Advisory Body may not vote by proxy.
- 10.3 No resolution of the members of the Secondary Advisory Body may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.
- 10.4 A resolution in writing, signed by all the members of the Secondary Advisory Body (or all of the members of a committee of the Secondary Advisory Body members), shall be valid and effective as if it had been passed at a meeting of the members of the Secondary Advisory Body or (as the case may be) a committee of members of the Secondary Advisory Body duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Secondary Advisory Body (or the members of a committee, as the case may be).

- 10.5 Any members of the Secondary Advisory Body shall be able to participate in the meeting of the members of the Secondary Advisory Body by telephone or video conference provided that he has given reasonable notice to the Governance Professional and that the members of the Secondary Advisory Body have access to the appropriate equipment.

## **11. Minutes and Publication**

- 11.1 The Governance Professional to the Secondary Advisory Body shall ensure that a copy of the agenda for every meeting of the Secondary Advisory Body, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Secretary.

## **12. Delegation of Functions and Committees**

- 12.1 The Secondary Advisory Body may establish sub-committees as it considers desirable to carry out its responsibilities. The powers of any such committees, their terms of reference and membership shall be determined by the Secondary Advisory Body.
- 12.2 Sub-committees may include members who are not Secondary Advisory Body members.
- 12.3 Except where it is otherwise constrained within its terms of reference, a sub-committee may invite attendance by persons who are not members of the Secondary Advisory Body or committee members where such attendance is considered by the members of the committee to benefit its deliberations.
- 12.4 Copies of the minutes of sub-committee meetings are to be circulated to all members of the Secondary Advisory Body and those who are entitled to attend Secondary Advisory Body meetings.

## **13. Financial Matters**

- 13.1 Following Secondary Advisory Body approval, the school budget is to be submitted to the Trustees for approval and, for the avoidance of doubt, the School budget shall not be effective until such times it has been approved by the Trustees.
- 13.2 The Secondary Advisory Body is required to work to cash limits as may be determined by the Company and based on the approved budget. Under no circumstances has the Secondary Advisory Body the authority to borrow money.
- 13.3 Except where prior permission has been obtained from the Trustees, the School budget is to be prepared to show break even or better.

## **14. Responsibilities of the Headteacher and Executive Headteacher**

- 14.1 Subject to responsibilities of the School Advisory Body and the policy statements of the Company, the Headteacher shall be responsible to the Secondary Advisory Body and accountable to the Trust Board for:-

14.1.1 implementing the agreed policies and procedures laid down by the Secondary Advisory Body this includes the implementation of all statutory regulations;

14.1.2 advising the Secondary Advisory Body on strategic direction, forward planning and quality assurance;

14.1.3 the leadership and management of the School;

14.1.4 the admission of pupils;

14.1.5 managing the delegated budget and resources agreed by the Trust Board;

14.1.6 advising the Secondary Advisory Body on the appointment of the Deputy Head and such other senior posts as the Secondary Advisory Body may determine;

14.1.7 the appointment of all other staff and (except to the extent directed otherwise by the Trustees and/or the Secondary Advisory Body), the salary grading, allocation of duties, appraisal and discipline of all staff;

14.1.8 the maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the Secondary Advisory Body; and

14.1.9 all such additional functions as may be assigned under the job description or contract of employment.

## **15. Conduct of Staff**

15.1 The Company is the employer of all of the Staff at the School.

15.2 The company is responsible for determining the human resource policies, procedures and terms and conditions of service for all employees including the setting of appropriate rules for the conduct of staff. Changes to such policies and procedures will be effected only after consultation with the Trustees and staff groups where appropriate.

15.3 The Secondary Advisory Body must bring any material or serious staffing matters (including potential claims, grievances, or prolonged absences) to the attention of the Trustees immediately.

## **16. Rules and Bye-Laws**

16.1 The Secondary Advisory Body shall have power to make rules and bye-laws in respect of the governance and conduct of the School as it shall think fit. Such rules and bye-laws shall be subject to the provisions of this document and to approval by the Trustees.

## **17. Amendment of these Terms of Reference**

17.1 This document has been approved by the Trustees at their meeting as detailed on the front page of this document and shall be subject to review at the first meeting of the Trustees in each academic year thereafter and may be subject to amendment by them.



17.2 For the avoidance of doubt, the Trustees have the power legally to amend, add to and revoke these Terms of Reference without reference to the Secondary Advisory Body.

## **18. Copies of Terms of Reference**

18.1 A copy of this document, and of any rules and bye-laws, shall be given to every member of the Secondary Advisory Body and shall be available for inspection upon request by members of staff during normal office hours at the offices of the School and the Company.

### **Appendix to the Terms of Reference for the Secondary Advisory Body**

#### **1. Persons Ineligible to be Members of the Secondary Advisory Body**

1.1 No person shall be qualified to be a member of the Secondary Advisory Body unless he is aged 18 or over at the date of his election or appointment.

1.2 A member of the Secondary Advisory Body shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.

1.3 A member of the Secondary Advisory Body shall cease to hold office if he is absent without the permission of the members of the Secondary Advisory Body from all their meetings held within a period of six months and the members of the Secondary Advisory Body resolve that this office be vacated.

1.4 A member of the Secondary Advisory Body shall cease to hold office if he is disqualified from acting as a trustee.

1.5 A person shall be disqualified from holding or continuing to hold office as a member of the Secondary Advisory Body:-

1.5.1 If:-

(a) his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;

(b) he is the subject of a bankruptcy restrictions order or an interim order.

1.5.2 If he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.

1.5.3 at any time when he is:-

included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or

disqualified from working with children under section 35 of the Criminal Justice and Court Services Act 2000.

1.5.4 if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002.

1.5.5 where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of

Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.

1.1.1 if he has not provided to the Chair of the Trustees a criminal record certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of the Chair confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

1.5 Where a person becomes disqualified from holding, or continuing to hold office as a member of the Secondary Advisory Body and he is, or is proposed, to become such a member of the Secondary Advisory Body, he shall upon becoming so disqualified give written notice of that fact to the Secretary.

## Primary Advisory Body Terms of Reference

To be reviewed annually

History of Document

Issue No.	Author	Date Written	To Trust Board	Comments
2016/01	Rachel Earl	Nov 2016	13 Dec 2016	
2017/01	Rachel Earl	Oct2017	12 Dec 2017	Agreed
2018/01	Rachel Earl	Oct 2018	11 Oct 2018	Agreed
2019/01	Rachel Earl	Sept 2019	10 Dec 2019	Agreed
2020/01	Rachel Earl	Nov 2020	December 2020	Agreed
2022/01	Rachel Earl	Nov 2022	December 2022	Agreed
2023/01	Rachel James	Nov 2023	December 2023	Agreed

## **Terms of Reference for Staploe Education Trust Primary Advisory Body**

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### **Appendix**

*Persons ineligible to be members of the Primary Advisory Body*

#### **1. Responsibilities of the Staploe Primary Advisory Body**

1.1 Staploe Education Trust, the Company, is a charitable company limited by guarantee.

1.2 The Trustees are the charity trustees and responsible for the general control and management of the administration of the Company in accordance with the provisions set out in the Articles of the Company.

1.3 Legal responsibility for the Academies lie with the Company. It is governed by the Trustees, who rely on advice and support from the Academies' Primary Advisory Body, particularly (but not limited to) achievement and school improvement, particularly in relation to the School Improvement Plan and the other specific matters as delegated by the Board and set out in the Scheme of Delegation.

1.4 The Staploe Primary Advisory Body is a Committee of the Trustees established under the Articles of the Company. Therefore, the Trustees are able to change the

constitution of the Staploe Primary Advisory Body and remove members of the Primary Advisory Body.

1.5 Subject to provisions of these Terms of Reference, the business of the Primary Academies shall be managed by the Staploe Primary Advisory Body. The Trustees delegate the running of the Academies to the Staploe Primary Advisory Body and specifically the following duties:

1.5.1 setting the aims and objectives of the Primary Academies in consultation with the Trustees;

1.5.2 determination of the educational vision and development plan of the Academies in consultation with the Trustees;

1.5.3 review of these Terms of Reference under which the School Advisory Board and Academies are governed and recommendation of subsequent amendments to the Trust Board;

1.5.4 to receive and note the annual budget for the School as set by the Trust Board. To identify any risks that this may present in the delivery of the School development plan and raise such matters through the Trust Board.

1.5.5 The Staploe Primary Advisory Body must report to Risk and Audit and/or the Trust Board any issues that they agree would be material to the Trust;

1.5.6 compliance with the Academies Financial Handbook (or any subsequent set of financial requirements imposed by the Department for Education);

1.5.7 monitor income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academies, referring any concern identified to the Finance Committee in the first instance;

1.5.8 Review of overall schools staffing structure and remuneration within the parameters set by the Trust. The power of dismissal is delegated by the Board to the Executive Headteacher.

1.6 The members of the Staploe Primary Advisory Body are not and nothing within this document is intended to make them charity trustees.

1.7 Each member of the Staploe Primary Advisory Body shall act in the best interests of the Academies at all times.

1.8 The members of the Staploe Primary Advisory Body must keep confidential all information of a confidential nature obtained by them relating to the Academies.

## **2. Business of the Staploe Primary Advisory Body**

2.1 Scrutinise school performance data relating to pupil progress, attendance behaviour and other KPIs, including groups, as set out on the KPI template. The Advisory Body will note risks and evaluate the impact of mitigations. The Advisory Body will scrutinise the school self-evaluation and the effectiveness of its improvement plan.

2.2 Consider school risk management and ensure that each school is actively responding to short and long term risks reporting this to the Board through the Risk and Audit committee.

2.3 Consider Trust policies and procedures by shaping primary policy for the Trust primary schools where these policies are delegated, and advise the Board on policies which fall under the direct remit of the Board.

2.4 Consider the quality of Teaching, Learning and Assessment and Curriculum development. Through a report from the Headteachers on the impact of quality improvement work across the Trust and in individual schools, the Primary Advisory Body will monitor effectiveness on behalf of the Board and escalate any risks as needed.

2.5 Receive reports on Safeguarding by a single lead for each school and the Headteacher. The Staploe Primary Advisory Body will identify and share areas of good practice across the schools and escalate any risks as needed.

2.6 Gather Stakeholder views from each school and ensure any action required is taken by the school and that good practice is shared across the schools. The Staploe Primary Advisory body will ensure any risks are escalated to the Risk and Audit committee.

2.7 Undertake visits and report to the advisory body as requested by the Performance Committee. Using visits to follow any lines of enquiry suggested by the Staploe Primary Advisory Body's own agenda, including focus on individual schools. Visits will be reported back to the Staploe Primary Advisory Body.

2.8 Consider community engagement and any community development plans for each school. Advise the Trust Board on any local issues affecting one of the schools.

2.9 Review and discuss and strategic developments considered by individual schools which would shape the use of the school's delegated budget. The Staploe Primary Advisory Body will advise the Trust of VFM decisions made on behalf of the individual schools.

### **Composition of the Staploe Primary Advisory Body**

3.1 The membership of the Staploe Primary Advisory Body shall be determined in accordance with the following provisions:-

3.1.1 The total membership shall be not less than 3 and not more than 15.

3.1.2 The membership shall comprise:

Up to 10 members appointed by the Advisory Body;

A minimum of 2 Staff members;

A minimum of 2 Parent members;

The Headteacher;

Such other members as the Trustees decide.

3.2 The Staploe Primary Advisory Body may continue to act notwithstanding a temporary vacancy in its composition.

3.3 In accordance with the Company's Articles of Association, the Staploe Primary Advisory Body may make nominations of suitably qualified individuals to serve as Trustees of the Trust. In line with procedures set out by the Trust for this purpose.

## **Resignation & Removal**

4.1 A member of the Staploe Primary Advisory Body may, at any time resign, his office by giving notice in writing to the Clerk to the Staploe Primary Advisory Body.

4.2 A member of the Staploe Primary Advisory Body shall cease to hold office if he is removed by the person or persons who appointed him. This provision does not apply in the case of the Parent or Staff Member.

4.3 The Trustees may terminate the appointment of any member of the Staploe Primary Advisory Body whose presence or conduct is deemed by the Trustees not to be in the best interests of the Company or the School.

4.4 The Headteacher and any Staff Member shall automatically cease to hold office if they cease to be associated with the School in the capacity in which he was appointed or elected.

## **5. Term of Office**

5.1 Any members of the Staploe Primary Advisory Body shall hold and vacate office in accordance with the terms of his appointment but (except in the case of the Headteacher) the length of his term of office shall not exceed four years.

5.2 Members of the Staploe Primary Advisory Body retiring at the end of their term of office shall be eligible for re-appointment at the discretion of the Staploe Primary Advisory Body.

## **6. Conflicts of Interest**

6.1 The income and property of the Academies must be applied solely towards the provision of the Objects as detailed in the Articles. The restrictions which apply to the Trustees with regard to having a Personal Financial Interest shall also apply to the members of the Staploe Primary Advisory Body.

- a. Any members of the Staploe Primary Advisory Body who has any duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a member of the Staploe Primary Advisory Body shall disclose that fact to the members of the Staploe Primary Advisory Body as soon as he becomes aware of it. A member of the Staploe Primary Advisory Body must absent himself from any discussions and decisions of the Staploe Primary Body members in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academies and any duty or personal interest (including but not limited to any Personal Financial Interest).

## **7.Appointment of Chair and Vice-Chair**

7.1 The Chair of the Staploe Primary Advisory Body will be nominated by the Staploe Primary Advisory Body every year for a 1 year term. The appointment of the Chair must be agreed by the Board of Trustees.

7.2 The Vice-Chair should be elected for a 1 year term.

7.3 If both the Chair and the Vice-Chair are absent from any meeting of the Staploe Primary Advisory Body those members present shall appoint one of their number to chair the meeting.

## **8. Meetings of Staploe Primary Advisory Body**

8.1 The Staploe Primary Advisory Body shall meet at least once in every term, and shall hold such other meetings as may be necessary.

8.2 All meetings shall be convened by the Clerk to the Staploe Primary Advisory Body, who shall send to the members of the Staploe Primary Advisory Body written notice of the meeting and a copy of the agenda at least fourteen days in advance of the meeting. Full agenda and papers will be sent at least seven days in advance of the meeting.

8.3 A meeting of the Staploe Primary Advisory Body shall be called by the Clerk whenever requested by the Chair or at the request in writing by any three members of the Staploe Primary Advisory Body. Where there are matters demanding urgent consideration, the Chair or, in his absence, the Vice-Chair may waive the need for seven days' notice of the meeting and substitute such notice as they think fit.

8.4 The convening of a meeting and the proceedings conducted shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda.

## **9. Quorum**

9.1 Meetings of the Staploe Primary Advisory Body shall be quorate if three or one-third of Members are present (whichever is greater).

9.2 If the number of members of the Staploe Primary Advisory Body assembled for a meeting of the Staploe Primary Advisory Body does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the Staploe Primary Advisory Body the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.

9.3 If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he thinks fit, determine the time and date at which a further meeting shall be held and shall direct the Clerk to convene the meeting accordingly.

## **10. Proceedings of Meetings**

10.1 Every question to be decided at a meeting of the Staploe Primary Advisory Body shall be determined by a majority of the votes of the members of the Staploe

Primary Advisory Body present and voting on the question. Every member of the Staploe Primary Advisory Body shall have one vote. Where there is an equal division of votes the chair of the meeting shall have a second or casting vote.

10.2 A member of the Staploe Primary Advisory Body may not vote by proxy.

10.3 No resolution of the members of the Staploe Primary Advisory Body may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

10.4 A resolution in writing, signed by all the members of the Staploe Primary Advisory Body (or all of the members of a committee of the Staploe Primary Advisory Body members), shall be valid and effective as if it had been passed at a meeting of the members of the Staploe Primary Advisory Body or (as the case may be) a committee of members of the Staploe Primary Advisory Body duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the members of the Staploe Primary Advisory Body (or the members of a committee, as the case may be).

10.5 Any member of the Staploe Primary Advisory Body shall be able to participate in the meeting of the Staploe Primary Advisory Body by telephone or video conference provided that he has given reasonable notice to the Clerk and that the members of the Staploe Primary Advisory Body have access to the appropriate equipment.

## **11. Minutes and Publication**

11.1 The Clerk to the Staploe Primary Advisory Body shall ensure that a copy of the agenda for every meeting of the Staploe Primary Advisory Body, the draft minutes of every such meeting (if they have been approved by the Chair of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, made available to the Clerk.

## **12. Delegation of Functions and Committees**

12.1 The Staploe Primary Advisory Body may establish sub-committees as it considers desirable to carry out its responsibilities. The powers of any such committees, their terms of reference and membership shall be determined by the Staploe Primary Advisory Body.

12.2 Sub-committees may include members who are not members of the Staploe Primary Advisory Body.

12.3 Except where it is otherwise constrained within its terms of reference, a sub-committee may invite attendance by persons who are not members of the Staploe Primary Advisory Body or committee members where such attendance is considered by the members of the committee to benefit its deliberations.

12.4 Copies of the minutes of sub-committee meetings are to be circulated to all Staploe Primary Body members and those who are entitled to attend Staploe Primary Advisory Body meetings.



### **13. Financial Matters**

13.1 Following Staploe Primary Advisory Body approval, the school budget is to be submitted to the Trustees for approval and, for the avoidance of doubt, the Academies budgets shall not be effective until such times it has been approved by the Trustees.

13.2 The Staploe Primary Advisory Body is required to work to cash limits as may be determined by the Company and based on the approved budget. Under no circumstances has the Staploe Primary Advisory Body the authority to borrow money.

13.3 Except where prior permission has been obtained from the Trustees, the School budget is to be prepared to show break even or better.

### **14. Responsibilities of Headteacher and Executive Headteacher**

14.1 Subject to responsibilities of the Staploe Primary Advisory Body and the policy statements of the Company, the Headteacher shall be responsible to the Staploe Primary Advisory Body and accountable to the Trust Board for:-

14.1.1 implementing the agreed policies and procedures laid down by the Staploe Primary Advisory Body this includes the implementation of all statutory regulations;

14.1.2 advising the Staploe Primary Advisory Body on strategic direction, forward planning and quality assurance;

14.1.3 the leadership and management of the Academies;

14.1.4 the admission of pupils;

14.1.5 managing the delegated budget and resources agreed by the Trust Board;

14.1.6 advising the Staploe Primary Advisory Body on the appointment of the Deputy Head and such other senior posts as the Staploe Primary Advisory Body may determine;

14.1.7 the appointment of all other staff and (except to the extent directed otherwise by the Trustees and/or the Staploe Primary Advisory Body), the salary grading, allocation of duties, appraisal and discipline of all staff;

14.1.8 the maintenance of good order and discipline by the pupils including their suspension and/or exclusion within the framework laid down by the Staploe Primary Advisory Body; and

14.1.9 all such additional functions as may be assigned under the job description or contract of employment.

### **15. Conduct of Staff**

15.1 The Company is the employer of all of the Staff at the School.

15.2 The company is responsible for determining the human resource policies, procedures and terms and conditions of service for all employees including the setting of appropriate rules for the conduct of staff. Changes to such policies and

procedures will be affected only after consultation with the Trustees and staff groups where appropriate.

15.3 The Staploe Primary Advisory Body must bring any material or serious staffing matters (including potential claims, grievances, or prolonged absences) to the attention of the Trustees immediately.

## **16. Rules and Bye-Laws**

16.1 The Staploe Primary Advisory Body shall have power to make rules and bye-laws in respect of the governance and conduct of the Academies as it shall think fit. Such rules and bye-laws shall be subject to the provisions of this document and to approval by the Trustees.

## **17. Amendment of these Terms of Reference**

17.1 This document has been approved by the Trustees at their meeting as dated on the first page of this document and shall be subject to review at the first meeting of the Trustees in each academic year thereafter and may be subject to amendment by them.

17.2 For the avoidance of doubt, the Trustees have the power legally to amend, add to and revoke these Terms of Reference without reference to the Staploe Primary Advisory Body.

## **18. Copies of Terms of Reference**

18.1 A copy of this document, and of any rules and bye-laws, shall be given to every member of the Staploe Primary Advisory Body and shall be available for inspection upon request by members of staff during normal office hours at the offices of the school and the Company.

## **Appendix to the Terms of Reference for the Staploe Primary Advisory Body**

### **1. Persons Ineligible to be members of the Staploe Primary Advisory Body**

1.2 No person shall be qualified to be a member of the Staploe Primary Advisory Body unless he is aged 18 or over at the date of his election or appointment.

1.3 A member of the Staploe Primary Advisory Body shall cease to hold office if he becomes incapable by reason of mental disorder, illness or injury of managing or administering his own affairs.

1.4 A member of the Staploe Primary Advisory Body shall cease to hold office if he is absent without the permission of the members of the Staploe Primary Advisory Body from all their meetings held within a period of six months and the Staploe primary Advisory Body members resolve that this office be vacated.

1.5 A member of the Staploe primary Advisory Body shall cease to hold office if he is disqualified from acting as a trustee.

1.6 A person shall be disqualified from holding or continuing to hold office as a member of the Staploe Primary Advisory Body:-

1.6.1 If:-

- (a) his estate has been sequestrated and the sequestration has not been discharged, annulled or reduced;
- (b) he is the subject of a bankruptcy restrictions order or an interim order.

1.6.2 If he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.

1.6.3 at any time when he is:-

- (a) included in the list of teachers and workers with children or young persons whose employment is prohibited or restricted under section 1 of the Protection of Children Act 1999; or
- (b) disqualified from working with children under section 35 of the Criminal Justice and Court Services Act 2000.

1.6.4 if he is a person in respect of whom a direction has been made under section 142 of the Education Act 2002.

1.6.5 where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 72 of the Charities Act 1993.

1.6.6 if he has not provided to the chairman of the Trustees a criminal record certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of the Chair confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.

1.6.7 Where a person becomes disqualified from holding, or continuing to hold office as a member of the Staploe Primary Advisory Body and he is, or is proposed, to become such a member, he shall upon becoming so disqualified give written notice of that fact to the Secretary.

## Finance Committee Terms of Reference

To be reviewed annually.

Committee Membership 2023/24		
Name	Position	Information
David Snashall (Chair)	Trustee	Finance Lead
Simon Wright	Trustee	Chair of Trust
Andrew Baughan	Trustee	Chair of Infrastructure
Matt Cooper	Trustee	Finance Lead

### History of Document

Issue No.	Author	Completion Date	Committee Approval	Trust Board Approval
2019/1	Lisa Tomlinson	June 2019	n/a	9 <sup>th</sup> July 2019
2020/1	Rachel Earl	Sept 2020	17 Sept 2020	Dec 2020
2021/1	Rachel Earl	October 2021	November 2021	Dec 2021
2022/1	Rachel Earl	November 2022	November 2022	Dec 2022
2023/1	Rachel James	October 2023	October 2023	Dec 2023

### Purpose

To support, review, monitor and provide financial challenge and oversight in line with the Academies Financial Handbook and Accounts Direction documentation.

### Delegated Responsibility

- To consider the Trusts indicative funding notified annually by the ESFA and to assess implications for the Trust in advance of the financial year, drawing matters of significance or concern to the attention of the Trust Board.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust and within the financial regulations of the ESFA drawing matters of concern to the attention of the Trust Board.
- To consider and recommend for approval/non-approval the Trusts annual budget to the Risk and Audit committee prior to the Trust Board.
- To contribute to the formulation of the Trusts strategic priorities through the consideration of financial matters.
- To make recommendations to the Trust Board when decisions need to be taken that have financial implications to ensure economy, efficiency and effectiveness of resources.

- Monitor and review procedures for ensuring effective implementation and operation of financial procedures on a regular basis.
- Examine and review new initiatives for financial development.
- Oversee significant investment and capital financing decisions including the use of Trust reserves.
- Promptly notify the Trust Board of all financial matters of which the committee has knowledge and which may materially affect the current or future position of the Trust.
- To review on a regular basis its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

## **Relevant Policies**

The finance committee is responsible for the review and approval of the following policies;

Financial Procedures Manual

Risk Management Policy

Charging and Remissions Policy

## **Membership**

Membership of this committee shall be:

- A total of 5
- A majority of trustees
- The Chair of the Infrastructure committee

Committees may invite non-governors to attend meetings in a non-voting capacity.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## **Ways of Working**

Meetings will be conducted in the following way:

- The committee will meet at least three times per year.
- Quorum will be three members.
- 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.
- Only members of the committee may vote.
- A member counts towards the quorum by being present either in person or by proxy.
- The Executive Headteacher can participate in decision making (in the role of Trustee) as long as there is not a conflict of interest.

- The Chair will be appointed annually at the Summer Term meeting.
- The Chair and the Operations Director will agree the agenda plans, with agenda and papers sent at least one week before the meetings.
- Terms of Reference will be approved annually in the Autumn Term.
- All committee members will be expected to read the information in advance of the meeting.
- An appointed Clerk will minute each meeting, send draft minutes to the chair and Operations Director for approval and ensure copies are signed and deposited appropriately.
- Minutes of meetings will record those present, the date and any decisions, action points or recommendations and the risk log to show risks to be escalated.
- Working groups may be appointed from time to time for short-term projects. These must have clear aims and accountability and appropriate membership.

### **Accountability and Reporting**

Accountability will be to the Trust Board. Proceedings of this committee will be reported to each Trust Board meeting via the minutes. All minutes (unless marked confidential) will be shared with the Schools Advisory Bodies.

## Infrastructure Committee Terms of Reference

To be reviewed annually

<b>Committee Membership 2023/24</b>		
<b>Name</b>	<b>Position</b>	<b>Information</b>
<b>Simon Wright</b>	Chair of the Trust	
<b>Andy Baughan (Chair)</b>	Kennett and Shade AB Member	Trustee ICT Lead
<b>Paul Dunham</b>	SVC AB Member	Premises Lead and Health and Safety Lead
<b>David Snashall</b>	Trustee	Chair of Finance
<b>Peter Sargent</b>	Trustee & SVC AB Chair	
<b>Matt Cooper (Vice Chair)</b>	Trustee	Finance Lead
<b>Clare Bailey</b>	The Weatheralls	Health and Safety Lead
<b>Kathy Notley</b>	Trustee	Trustee for Safeguarding
<b>Lisa Seymour</b>	The Shade AB	Health and Safety Lead
<b>Andrew Baughan (temp)</b>	Kennett AB	Health and Safety Lead

### In Attendance

<b>Name</b>	<b>Position</b>
<b>Carin Taylor</b>	Executive Headteacher
<b>Lisa Levings</b>	Operations Director
<b>David Eden</b>	ICT System and Strategy Manager
<b>Ross Knappett</b>	Facilities Manager
<b>Rachel James</b>	Governance Professional

### History of Document

<b>Issue No.</b>	<b>Author</b>	<b>Completion Date</b>	<b>Committee Approval</b>	<b>Trust Board Approval</b>
<b>2014/01</b>	Anna Jarvis	Nov 2014	2 <sup>nd</sup> Dec 2014	11 <sup>th</sup> Dec 2014
<b>2015/01</b>	Anna Jarvis	Sept 2015	Sept 2015	15 <sup>th</sup> Sept 2015
<b>2016/01</b>	Rachel Earl	Nov 2016	Dec 2016	13 <sup>th</sup> Dec 2016
<b>2017/01</b>	Rachel Earl	Sept 2017	25 <sup>th</sup> Sept 2017	12 <sup>th</sup> Dec 2017
<b>2018/01</b>	Rachel Earl	Oct 2018	Oct 2018	11 <sup>th</sup> Dec 2018
<b>2018/02</b>	Lisa Tomlinson	June 2019	June 2019	9 <sup>th</sup> July 2019
<b>2020/01</b>	Rachel Earl	Oct 2020	12 Oct 2020	8 Dec 2020
<b>2021/01</b>	Rachel Earl	October 2021	15 Nov 2021	Dec 2021
<b>2022/01</b>	Rachel Earl	October 2022	17 Oct 2022	Dec 2022
<b>2022/02</b>	Rachel James	February 2023	February 2023	
<b>2023/01</b>	Rachel James	October 2023	October 2023	Dec 2023

## **Purpose**

To direct, monitor and challenge on Trust business management functions including HR, Premises, Health & Safety and ICT Strategy.

## **Delegated Responsibilities**

- To receive reports and review matters relating to Human Resources strategy, processes and implementation.
- Consider work/life balance, working conditions and well-being of all staff.
- To receive reports relating to staffing issues and in particular the effective monitoring of staff absence.
- To develop strategy and policy in all matters relating to the recruitment, retention, motivation and development of all staff.
- To receive reports that detail the monitoring and review of all aspects of maintenance and improvement or repair to the buildings, grounds and plant.
- To receive assurance that supplier contracts are being managed effectively in line with Trust best value principles.
- To ensure the Trust Health and Safety policy and compliance is being consistently implemented across all schools.
- Ensure that health & safety, building inspections and risk assessments are carried out in the prescribed manner and timing.
- To receive and review reports from annual Health and Safety audits from the schools and monitoring the follow up of any recommendations made.
- Consider and review plans for Capital expenditure relating to Premises and ICT.
- Ensure that CIF bids for the purpose of infrastructure improvements are being prepared and submitted regularly as required.
- Ensure that there is an ICT strategy in place which details the associated finances.
- To award large supplier contracts following the tender process as detailed within the Trust Financial Procedures Manual.
- Ensure that there is a robust system in place for the management of Trust assets.
- To review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.
- To monitor the effectiveness of a contingency and business continuity plan and to periodically test the underlying assumptions of the plan.

## **Relevant Policies**

The infrastructure committee is responsible for the review and approval of policies relating to Health & Safety, ICT, Human Resources and specifically the Lettings



policy.

## **Membership**

Membership of this committee shall be:

- A total of 11 (until September 2024) including health and safety, finance leads and trustees of key areas
- A majority of trustees
- A direct link to the Finance Committee

Committees may invite non-governors to attend but in a non-voting capacity.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## **Ways of Working**

Meetings will be conducted in the following way:

- The committee will meet at least three times per year.
- Quorum will be four members.
- 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.
- Only members of the committee may vote.
- A member counts towards the quorum by being present either in person or by proxy.
- The Chair will be appointed annually at the Summer Term meeting.
- The Chair and the Operations Director will agree the agenda plans, with agenda and papers sent at least one week before the meetings.
- Terms of Reference will be approved annually in the Autumn Term.
- All committee members will be expected to read the information in advance of the meeting.
- An appointed Clerk will minute each meeting, send draft minutes to the chair and Operations Director for approval and ensure copies are signed and deposited appropriately.
- Minutes of meetings will record those present, the date and any decisions, action points or recommendations and the risk log to show risks to be escalated.
- Working groups may be appointed from time to time for short-term projects. These must have clear aims and accountability and appropriate membership.

## **Accountability and Reporting**

Accountability will be to Trust Board. Proceedings of this committee will be reported to each Trust Board meeting via the minutes. All minutes (unless marked

confidential) will be shared with the Schools Advisory Bodies.

## Risk and Audit Committee Terms of Reference

To be reviewed annually

Membership 2023/24	
Kate Barnes	Trustee
Anne Bevan	Trustee
Lorraine Lofting	Trustee
Kirsty Lofts	Trustee
In Attendance	
Carin Taylor	Executive Head
Lisa Levings	Operations Director
Rachel James	Governance Professional

### History of Document

Issue No.	Author	Date Written	Approved by Committee	To Trust Board	Comments
2014/01	Anna Jarvis	Nov 2014	2 <sup>nd</sup> Dec 2014	11 <sup>th</sup> Nov 2014	Agreed
2015/01	Rachel Earl	Dec 2015	8 <sup>th</sup> Dec 2015	15 <sup>th</sup> Dec 2015	Agreed
2016/01	Rachel Earl	Nov 2016	6 <sup>th</sup> Dec 2016	13 <sup>th</sup> Dec 2016	Agreed
2017/01	Rachel Earl	Nov 2017	5 <sup>th</sup> Dec 2017	12 <sup>th</sup> Dec 2017	Agreed
2018/01	Rachel Earl	Nov 2018	27 <sup>th</sup> Nov 2018	11 <sup>th</sup> Dec 2018	Agreed
2019/01	Lisa Tomlinson	Nov 2019	26 <sup>th</sup> Nov 2019	10 <sup>th</sup> Dec 2019	Agreed
2020/01	Rachel Earl	Sept 2020	22 <sup>nd</sup> Sep 2020	8 <sup>th</sup> Dec 2020	Agreed
2021/01	Rachel Earl	Nov 2021	23 Nov 2021	7 Dec 2021	Agreed
2022/01	Rachel Earl	Nov 2022	Nov 2022	Dec 2022	Agreed
2023/01	Rachel James	Nov 2023	Nov 2023	Dec 2023	Agreed

## **Purpose of the Committee:**

This committee is established as an Advisory Body to the Board.

To provide scrutiny to the Trust, receive Audit reports and identify highlighted risks and opportunities to the Trust, its member schools, its employees, students and volunteers. Particular attention will be paid to financial reporting, budgeting, risk management, external audit and school academic performance.

## **General:**

- The terms of reference of the Risk and Audit Committee must be reviewed and approved by the committee and Trust each year. They provide the sole, agreed framework within which the committee operates.
- The committee will be composed up to eight members. No more than 4 members shall be Trustees. No member of the Infrastructure Committee may be a member of the Risk and Audit Committee. The quorum shall be four members. A member counts towards the quorum by being present either in person or by proxy.
- The Chief Finance Officer and the Accounting Officer can attend, but will not have voting rights.
- A Chair and Vice-Chair shall be appointed annually from the committee members.
- The Chair of risk and audit shall be a Trustee.
- Unless otherwise agreed by the committee members, all paperwork will be circulated at least seven days prior to the date of the meeting.
- The committee will meet at least once each term, and be clerked and minuted by the Governance Professional.
- The committee is empowered to;
  - Investigate any activity within the Trust.
  - Seek any information that it requires from any employee, and all employees are directed to cooperate with any requests made by the committee.
  - Obtain outside legal or independent professional advice, and such advisors may attend meetings as necessary.

## **Transparency:**

All minutes will be shared with the Board and Schools Advisory Board (unless marked as confidential).

- Any matters of concern found by the committee should normally be referred to the Trust Board. The Risk and Audit Chair may refer matters/actions agreed by the Risk and Audit committee direct to the Members where these relate to the Governance and operation of the Trust Board.

- The committee will receive all audit and external scrutiny reports, Health & Safety reports, child protection reports and other reports it may request to assist it fulfil its role.

## **Terms of Reference**

### **Financial Reporting**

- to review the actions and judgments of management, in relation to the Trust's financial statements, operational and financial processes paying particular attention to:
  - critical accounting policies and practices, and any changes in them;
  - decisions requiring an element of judgment;
  - the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
  - the clarity of disclosures;
  - adjustments resulting from the audit;
  - the assessment of going concern;
  - compliance with accounting standards;
  - compliance with Charity Commission and other legal requirements;
  - compliance with the Academies Financial Handbook
  - material post balance sheet events;
  - to consider other topics, as defined by the Trust.

### **Internal Audit/Responsible Officer**

- to consider annually whether there is a need for an internal audit function where no such function exists;
- to review the reports of the internal auditor on the effectiveness of the financial procedures and controls. These reports must be reported to the Trust Board.

### **External Audit**

- to recommend to the Trust Board the appointment or re-appointment of Auditors.
- consideration of the audit plan, in advance of the field work;
- to review with the external auditors, the findings of their work, including, any major issues that arose during the course of the audit and have subsequently been resolved and those issues that have been left unresolved; key accounting and audit judgments; levels of errors identified during the audit, obtaining explanations from management and, where necessary the external auditors, as to why certain errors might remain unadjusted;

- to review and monitor the content of the external auditor's management letter, in order to assess whether it is based on a good understanding of the School's business and establish whether recommendations have been acted upon and, if not, the reasons why they have not been acted upon.

### **Performance Monitoring**

- considering KPIs and Benchmarking data with a view to raising concerns as appropriate and scrutinising the actions put in place to address such concerns. There should be a careful balance between raising concerns and recommending actions, rather than referring concerns back to the appropriate committee.

### **Child Protection and Safeguarding**

- to monitor the effectiveness of child protection and safeguarding policies and processes across the trust.

### **Risk Management**

- to comply with risk management best practice;
- to ensure risks facing the Trust are identified and appropriately documented;
- to provide assurance to the Board that risks are being adequately controlled, or identify areas for improvement;
- to ensure timely action is taken appropriately in relation to accepting, mitigating, avoiding and transferring risks.

## School Effectiveness Committee Terms of Reference

To be reviewed annually

<b>MEMBERSHIP FOR 2023/24</b>		
Andrew Baughan	Trustee and Chair of Kennett & The Shade	
Anne Bevan	Trustee and Chair of The Weatheralls	
Will Hornby (Chair)	Trustee	
David Snashall	Trustee and The Weatheralls AB member	
Peter Sargeant	Trustee and Chair of SVC	
<b>In Attendance</b>		
Ruchi Sabharwal	Headteacher (The Weatheralls)	Primary school section of agenda
Jon Hampson	Headteacher (SVC)	SVC section of agenda
Jane Segust	Headteacher (The Shade)	Primary school section of agenda
Scott Horsley	Headteacher (Kennett)	Primary school section of agenda
Carin Taylor	Executive Headteacher	
Rachel James	Governance Professional	

### History of Document

Issue No.	Author	Date Written	Approved by Committee	To Trust Board	Comments
2016/01	Rachel Earl	Nov 2016			
2016/01	Rachel Earl	Sept 2017	4 <sup>th</sup> Oct 2017	12 <sup>th</sup> Dec 2017	Agreed
2018/01	Rachel Earl	Sept 2018		11 <sup>th</sup> Dec 2018	Agreed
2019/01	Rachel Earl	Sept 2019	11 <sup>th</sup> Sept 2019	10 <sup>th</sup> Dec 2019	Agreed
2020/01	Rachel Earl	Sept 2020	16 <sup>th</sup> Sept 2020	8 <sup>th</sup> Dec 2020	Agreed
2021/1	Rachel Earl	Sept 2021	15 Sept 2021	7 Dec 2021	Agreed
2022/1	Rachel Earl	Sept 2022	14 Sept 2022	6 Dec 2022	Agreed
2023/1	Rachel James	October 2023	Oct 2023	Dec 2023	Agreed

## **Terms of Reference**

### **Purpose**

To provide scrutiny of the quality of education and school effectiveness across the Trust.

To provide challenge and to escalate any risks identified.

### **Expected tasks**

- Establish and test the Trust principles which underpin curriculum and its delivery in schools
- Monitor the impact of Trust curriculum development e.g. The Fitzwilliam Project Review educational standards across the Trust schools, including the outcomes of public exams and SATs and any external scrutiny
- Scrutinise the use and effectiveness of assessment across the Trust.
- Scrutinise cross Trust performance trends, especially for vulnerable groups
- Review exception reports for each school provided by the Headteacher
- Scrutinise the effectiveness of Trust improvement and quality assurance work
- Oversee the scrutiny provided by the School Advisory Bodies and identify any training needs for governance.
- Identify risks to a high quality of education and track their mitigation

### **Membership**

Membership will be:

At least 4 trustees. Up to 3 members of school advisory bodies.

Committees may invite non-members to attend but in a non-voting capacity.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

### **Ways of Working**

The committee will meet at least 5 times per year.

Quorum will be 50% of the membership of the committee

Only members of the committee may vote.

A member counts towards the quorum by being present either in person or by proxy.

The Chair of the School Effectiveness Committee will be nominated by the Staploe School Effectiveness Committee every year for a 1 year term. The appointment of the Chair must be agreed by the Board of Trustees.

The Chair must be a Trustee.

The Chair and the Governance Professional will agree the agenda plans, with agenda and papers sent at least one week before the meetings.



Terms of Reference will be approved annually in the Autumn Term.

All committee members will be expected to read the information in advance of the meeting.

An appointed Governance Professional will minute each meeting, send draft minutes to the chair and Headteachers for approval and ensure copies are signed and deposited appropriately. Minutes of meetings will record those present, the date and any decisions, action points or recommendations and risk log to clearly show risks to be escalated. Any recommendations must be written in such a way as to offer the governing body a clear proposal or alternatives to debate and decide upon.

Working groups may be appointed from time to time for short-term projects. These must have clear aims and accountability and appropriate membership.

### **Accountability and Reporting**

Accountability will be to Trust Board. Proceedings of this committee will be reported to each Trust Board meeting via the minutes. All minutes (unless marked confidential) will be shared with the Schools Advisory Bodies.

## Trust Review Committee Terms of Reference

To be reviewed annually

Membership 2023/24	
David Snashall (Chair)	Trustee
Lorraine Lofting	Trustee
Kathy Notley	Trustee
Matt Cooper	Trustee
In Attendance	
Carin Taylor	Executive Headteacher
Rachel James	Governance Professional

### History of Document

Issue No.	Author	Date Written	Approved by Committee	To Trust Board	Comments
2016/01	Anna Jarvis	Oct 2016	10 Oct 2016	13 Dec 2016	
2017/01	Rachel Earl	Oct 2017	13 Oct 2017	12 Dec 2017	Agreed
2018/01	Rachel Earl	Oct 2018	11 Oct 2018	11 Dec 2018	Agreed
2019/01	Rachel Earl	Oct 2019	11 Oct 2019	10 Dec 2019	Agreed
2020/01	Rachel Earl	Oct 2020	Oct 2020	Dec 2020	Agreed
2021/22	Rachel Earl	Oct 2021	Oct 2021	Dec 2021	Agreed
2022/23	Rachel Earl	Oct 2022	Oct 2022	Dec 2022	Agreed
2023/24	Rachel James	Oct 2023	Oct 2023	Dec 2023	Agreed

## Trust Review Committee Terms of Reference

### Background

1. The Trust delegates to the Trust Review Committee (TRC) decisions arising out of the Whole Trust Pay Policy and the Appraisal Policy for all members of support and teaching staff.
2. The role of the Trust Review Committee is not to assess performance but to assure, on behalf of the Trustees, that the right processes have taken place.
3. The TRC will be made up of a membership pool of 4 Trustees. The Committee shall be quorate only when at least two members nominated to serve on the Committee are in attendance.

4. No member of the review appeals committee, referred to below, will be a member of TRC. No Trustee who is employed at the school may be a member of the Trust Review Committee or the Review Appeals Committee.
5. This committee shall review and approve all performance management decisions as part of the annual review process in accordance with the Trust Pay Policy agreed by the Board of Staploe Education Trust. Members of the Committee shall have no personal interest in the outcome decisions made and shall have due regard to the interests of the public and of the financial health of the School.
6. The Trust delegates the day to day management of the Trust Pay Policy to the Executive Headteacher and the Headteachers. The Executive Headteacher shall, in accordance with the Pay Policy, make annual recommendations on the salary of all staff to the Trust Review Committee.
7. The Executive Headteacher will report to the Trust Review Committee those occasions when the **delegated responsibility has been exercised** in respect of the discretionary elements of the Trust Pay Policy.
8. All staff have the right to raise concerns through **formal representation** to the Trust Review Committee (& formal appeal against pay determinations to the Trust Appeals Review Committee). The **reason for formal representation** being made to the Trust Review Committee will be one or more of the following:
  - Incorrectly applied any provision of the appropriate salary and/or appraisal policy;
  - In the case of a teacher, failed to have proper regard for statutory provision or guidance of the relevant STPC Document;
  - Failed to take proper account of relevant evidence;
  - Took account of irrelevant or inaccurate evidence;
  - Was biased; or
  - Otherwise unlawfully discriminated against the employee.
9. If an employee, including the Headteacher/Executive Headteacher, wishes to make a **formal representation** in respect of any decision that affects his/her performance review and/or his/her pay s/he shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker seeking formal representation, and provide a written statement of reasons for the decision which s/he wishes to have reviewed.
10. The chair of the TRC will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the review committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the review committee may also have an adviser present to advise the committee. The appropriate review committee may also ask the Executive Headteacher (or in the case of the request for a review coming from the Executive Headteacher, the Chair of the Trust or of the Executive Headteachers Performance Review Committee) to be present and to comment on the reasons for the application

for the review. The decision of the review committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of **appeal** against the review decision.

11. The Committee shall have delegated executive power (within the staffing budget determined by the Board) and will take decisions to determine pay with due regard to the Whole Trust Pay Policy and any relevant employment legislation. As indicated in paragraph 1 above, the Committee shall determine pay matters arising as part of the annual review process. (The pay of new staff appointed to the school will be determined by the appointment panel in accordance with the Trust's pay policy.)
12. In reaching decisions in respect of pay, the Committee shall have regard to:-
  - (a) The advice of the Executive Headteacher and/or the relevant appraiser;
  - (b) The implications of pay decisions and the relevant legislation (Such as The Employment Relations Act 1999; The Equality Act 2010; the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and the standards for openness and objectivity in public life.
  - (c) Similar market/sector salaries paid in other broadly equivalent schools; and where necessary the Committee shall seek the advice of its HR Support Provider.
13. The Committee will convene in the Autumn Term before 31 October to consider any issues relating to pay awards. Additional meetings may be arranged if deemed necessary by the Chairperson of the Committee or the Executive Headteacher.
14. The Executive Headteacher has the right to attend all meetings of the Committee but will withdraw when the Committee consider the pay of the Executive Headteacher.
15. The Committee will seek the advice of the Executive Headteacher as required in respect of the exercise of any discretionary payments and in particular:
  - (a) For teaching staff: performance-related pay progression on the main pay scale and UPS pay scale;
  - (b) For teaching staff: the award of teaching and learning responsibility payments, special needs allowances and incentives for recruitment and retention;
  - (c) The award of any exceptional points resulting from performance review;
  - (d) For members of the leadership group, any points resulting from performance review, taking into account the advice of the Executive Headteacher in respect of the senior leadership team, and in respect of the headteachers those Trustees and Advisory Body members responsible for their performance review;

- (e) For support staff the award of accelerated increments, honorarium payments and appropriate job evaluation.

16. Members of the Trust Review Committee shall not serve on any committee appointed by the Trustees to hear an appeal from a member of staff against the decisions made by the Committee.
17. The Committee shall review these terms of reference on an annual basis (usually in the Summer Term).

### **Appointment of Chair**

18. At the first meeting of the Committee in each school year, the members shall appoint a Chair and Vice Chair from among their number.
19. In the absence of the Chair and Vice Chair, members shall appoint a temporary replacement from among their number present at the meeting.

### **Meetings**

20. The Clerk to the Committee shall circulate to members the agenda and papers at least a week before each meeting.
21. The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary
22. Only members of the Committee may vote at the meeting. Where necessary, the Chair may have a second or casting vote

### **Process at the Review Meeting**

23. For the purposes of the review, the Review Committee and the employee will have the following documents:
- The written statement of reasons for the recommendation/decision previously provided to the employee
  - The written statement of reasons for the application for the review from the employee. (The grounds for the formal representation request must comply with paragraph 2.3.2 of the pay policy). Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
24. For the purposes of the review, the Review Committee may ask the Head teacher (or in accordance with note 24 below, a Director/member of the Advisory Body) to be present. In that event the Head teacher (or Director/member of the Advisory Body) may also be asked questions by the members of the Review Committee and by the employee or his/her representative. The Head teacher (or Director/member of the Advisory Body) may not be involved in the decision of the Review Committee.
25. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of the Advisory Body and/or one of Headteachers Performance Management Committee as a witness.

26. The Review Committee may have an adviser present.
27. The review is **not an appeal** against the recommendation/decision.
28. Where a teacher is seeking a review against a recommendation about the Threshold Application or an appraisal decision of the Headteacher, the same procedure will be used with the Head teacher taking the role of the Review Committee. The Headteacher may have an adviser present, who may not be an employee of the Pay Body.

### Step 1

Performance Review Meeting & decision made on pay progression

### Step 2

Written Statement of Assessment provided to the employee

### Step 3

Opportunity given for **formal representation** to the Headteacher, or Review Committee for review of recommendation made by the Headteacher (NB this is not the formal 'appeal')

### Step 4

Headteacher & Headteachers PM Committee provide **reports** to the TRC of those cases where discretion has been exercised & any formal representations & TRC **determines** pay matters as a part of the annual review process

### Step 5

Pay determinations confirmed in writing subsequent to TRC

### Step 6

Employee may make formal appeal on specified grounds

### Step 7

Appeal considered by Review Appeals Committee & decision notified to employee

## Trust Review Appeals Committee Terms of Reference

1. The Trust delegates to a committee of Trustees (referred to as the 'Trust Review Appeals Committee'), any formal appeals by individual members of staff against decisions of the TRC arising out of the Whole Trust Pay Policy or the Appraisal Policy.
2. The number of Trustees on the committee shall normally be 5 of which at least 3 Trustees of the Trust shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Trust.
3. Guidance on managing appeals against pay determination is set out within the Whole Trust Pay Policy and is summarised below:

All **staff** have the right to raise formal appeals against pay determinations. The Whole Trust Pay policy sets out the timescales and processes to be followed in the case of an appeal. The reason for a review being brought to the Trust Review Appeals Committee will be one or more of the following:

- Incorrectly applied any provision of the appropriate salary and/or appraisal policy;
  - In the case of a teacher, failed to have proper regard for statutory provision or guidance of the relevant STPC Document;
  - Failed to take proper account of relevant evidence;
  - Took account of irrelevant or inaccurate evidence;
  - Was biased; or
  - Otherwise unlawfully discriminated against the employee.
4. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
    - the written statement of reasons for the Review Committee decision previously provided to the employee
    - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
    - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
  5. For the purposes of the appeal, the Review Committee representative may call the Head teacher (or in accordance with note 6 below, a Director) as a witness for the Review Committee. In that event the Head teacher (or Director) may be questioned as a witness.
  6. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of the Advisory Body and/or one of Headteachers Performance Management Committee as a witness.
  7. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

8. Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the Headteacher taking the role of the representative of the Review Committee. The Review Appeal Committee may have an adviser present who may not be an employee of the Pay Body.