

Local Advisory Bodies – Terms of Reference

Responsibilities

- The Trust Board has established a Local Advisory Body (LAB) for each Free School;
- The LAB will have no executive authority; its capacity is advisory;
- The purpose of a LAB is to support and advise the HT with the aim of improving the relevant Free School. The LAB will be kept informed about all aspects of the school and will make recommendations to the HT and Chair of the LAB, as appropriate;
- To provide a local perspective regarding the effective operation of the school.

Purposes

- Support the HT and contribute the following areas in relation to the specific Free School:
 - implementation of the Trust vision and ethos;
 - curriculum and education model, including developing and nurturing effective business links to promote careers education, success and aspiration;
 - implementation of the individual school development plan;
 - local inclusion provision, including the Accessibility Plan.
- Appoint a member of the LAB to have specific interest in Pupil Premium/Year 7 catch up premium spending and the impact on student attainment.
- Undertake duties with regards to community relationships and marketing, including attendance at Trust / school / community events, etc. In particular, to:
 - work with staff, students and parents/carers to celebrate all achievements at the school;
 - support the Free School to effectively communicate to all its stakeholders to promote inclusion;
 - make the school a hub of the community and organise and host local community forum events;
 - support student recruitment, transition and transfer;
 - help with fundraising.
- To act as an ambassador for the free school;
- Nominate an appropriate member of the LAB to act as an occasional member of any relevant initial or appeals panels as necessary when dealing with student or staff complaints or disciplinary matters.

Membership and attendance

- Each LAB should consist of the following members:
 - Chair;
 - The HT of the relevant Free School
 - A Trustee with special interest in the school;
 - Two parents of pupils at the relevant Free School (to be elected by parents of registered pupils at the school);
 - Up to four other individuals may be co-opted onto the LAB for a period of up to three years;
 - A member nominated by the “friends of” group.
- Elected parents and co-opted individuals will be members of the LAB for a period of up to three years. Such members can be re-appointed for a further, second, three-year period. After six years of service, such members may continue, but must be reappointed annually. The quorum for a meeting is a minimum of three members of the LAB;

- Each LAB will meet as often as is necessary which is likely to be once a term.

Reporting

- Attendance at each meeting and a summary of the actions points will be recorded. The action points recorded will be circulated to the Trust Board. The Chair of the LAB will be responsible for reporting to the Trust Board any important matters arising.

Frequent Absence

Should a member submit apologies for, or not attend, more than two consecutive meetings the Chair will seek confirmation of the member's commitment. If that confirmation is not forthcoming, then membership of the LAB will be withdrawn.

Finance and General Purposes Committee – Terms of Reference

Responsibilities

- The Trust Board hereby resolves to establish a committee of the Trust Board to be known as the Finance and General Purposes Committee.
- The committee is responsible for reviewing and advising the Trust Board on the financial performance of the Trust and the safeguarding and use of its assets.
- The committee is responsible for reviewing and advising the Trust Board on the structure, remuneration and performance management of staff employed by the Trust and the recruitment and retention of key staff.
- Monitor procedures for policy review and assurance testing.
- Overview of the School's Health and Safety responsibilities.

Authority

- The committee has such executive powers as delegated to it by the Trust Board. It is authorised by the Trust Board to investigate any activity within its terms of reference, engage any professional advisers and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries.

Purposes

- Advise the Trustees on the use of all its assets, resources and investments and ensuring financial and other strategies are in place for the best use of these resources;
- Receive, review and report on budgets of all Trust activities, as well as on periodic management accounts, forecasts and cashflow projections and recommend approval where necessary by the Trustees;
- Receive and report upon capital expenditure budgets for each school and approve expenditure as outlined in the Finance Policy or recommend its approval by Trustees as necessary;
- Review and update all management, financial and administrative procedures of the Trust;
- Monitor and review financial commitments for significant contracts related to buildings and ICT;
- Monitor procedures for policy review and assurance testing;
- Responsibility for the review of central services;
- To review the staffing structure and pay scales of the schools and make recommendations to the Trust Board on any proposed changes, as appropriate;
- Undertake an annual review of the effectiveness of staff recruitment and retention strategies and policies;
- To ensure that succession planning for staffing and governance within the Trust is being considered by management;
- To review and recommend to the Trust Board staff cost budgets and proposed pay increases;
- In conjunction with the Foundation HR department, to ensure compliance with statutory requirements and policies for all staffing matters;
- Annual review of the performance management process of the Trust and review of pay progression decisions;
- Regularly review the membership, skill sets and structural make up of the Board and sub-committees and make recommendations to the Trust Board on any proposed

changes;

- Carry out such other tasks as from time to time they are required to do by the Trust Board;
- Undertake the review of policies delegated to this committee as set out below.

Membership and attendance

- The committee shall consist of the following members:
 - At least three members of the Trust Board. The chair shall be appointed by the Board.
 - Up to three other individuals (but always at least one fewer than the number of Trust Board members) may be co-opted onto the committee for a period of up to four years. Such members can be re-appointed for a further second four year period. After eight years of service, such members may continue, but must be reappointed annually.
- The majority of the members of the committee must be members of the Trust Board and no vote on any matter must be taken by the committee unless the majority of the members present are members of the Trust Board.
- The quorum for a meeting is a minimum of two members of the Trust Board.
- The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting. The Chief Financial Officer will normally attend meetings of the Committee.
- The committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the Trust staff who are not governors.
- Trust Board members who are not members of the Committee will have the right of attendance. In the absence of the chair the committee will elect a replacement for the meeting among the members of the Trust Board present at the meeting.

Reporting

- Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded in the minutes of the committee. Minutes will be tabled at the following committee meeting for approval.
- The minutes will also be included in the papers for the next meeting of the Trust Board to provide information to the Trust Board and to seek ratification of decisions and recommendations.
- The Chair of the committee will be responsible for reporting to the Trust Board any important matters arising.

Policies

The Committee has delegated responsibility for approval and monitoring of those policies as set out in the Trust Policy Register.

Audit Committee – Terms of Reference

Responsibilities

- The Trust Board hereby resolves to establish a committee of the Trust Board to be known as the Audit Committee;
- The committee is responsible for reviewing and advising the Trust Board on the Trust's financial systems and controls and its annual external audit.

Authority

- The committee has executive powers as delegated to it by the Trust Board. It is authorised by the Trust Board to investigate any activity within its terms of reference, engage any professional advisers and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its enquiries.

Purposes

- Establish a process for independent checking of financial controls, systems, transactions and risk;
- Receive and review the results of the annual external audit and recommend to Trustees the adoption of the final draft audit and accounts;
- Consider the draft audit report and of any management letter and make recommendations and advise the Trust Board accordingly;
- Review the performance of any auditing services and recommend to the Trust Board which firm should carry out any audits and in particular the annual external audit of the Trust's statutory accounts;
- Undertake the review of policies delegated to this committee.

Membership and attendance

- The committee shall consist of the following members:
 - At least three members of the Trust Board. The chair shall be appointed by the Board.
 - Up to three other individuals (but always at least one fewer than the number of Trust Board members) may be co-opted onto the committee for a period of up to four years. Such members can be re-appointed for a further second four year period. After eight years of service, such members may continue, but must be reappointed annually.
- The majority of the members of the committee must be members of the Trust Board and no vote on any matter must be taken by the committee unless the majority of the members present are members of the Trust Board;
- In accordance with the Academies Financial Handbook, staff employed by the Trust should not be members of the Audit Committee, but may attend to provide information and participate in discussion;
- The Accounting Officer and the Chief Financial Officer will normally attend meetings of the Committee. The external auditors may attend or request a meeting if they consider it necessary;
- The quorum for a meeting is a minimum of two members of the Trust Board;
- The committee will meet as often as is necessary to fulfil its responsibilities and at least twice a year. The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting;
- The committee is authorised to invite attendance at its meetings from persons to assist

or advise on a particular matter or range of issues, including parents and members of the Trust staff who are not governors;

- Trust Board members who are not members of the Committee will have the right of attendance. In the absence of the chair the committee will elect a replacement for the meeting among the members of the Trust Board present at the meeting.

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- The Chair of the committee will be responsible for reporting to the Trust Board any important matters arising.