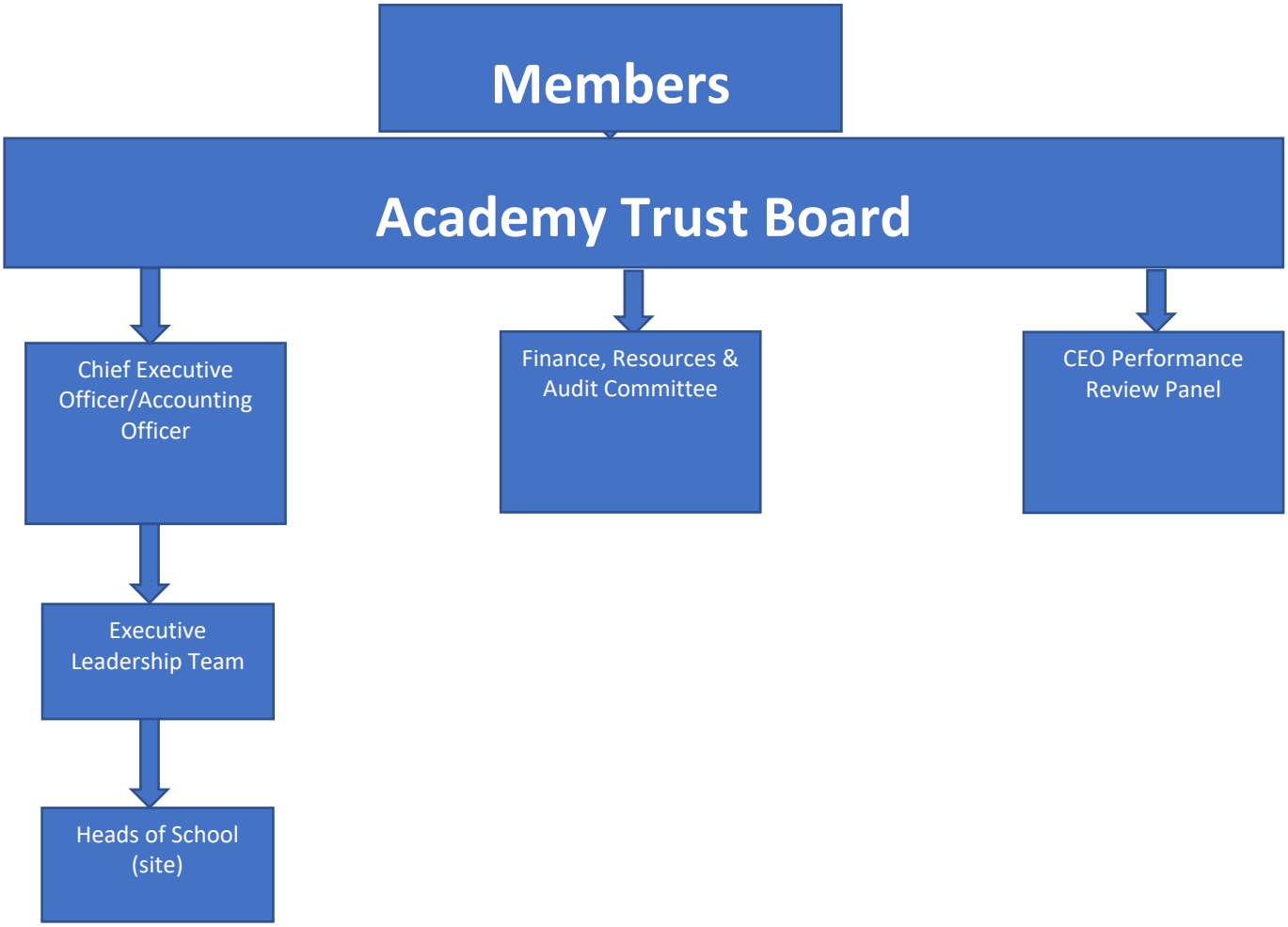
Committee Structure & Terms of Reference For Use by The Raedwald Trust

Structure of the Raedwald Multi-Academy Trust

The diagram below shows the structure within the Raedwald Multi-Academy Trust.
The decision-making powers of the Trust can be delegated to the Trust Committees.



Further meetings are at the discretion of the Trust Board & individual committees.
The Annual General Meeting (for Members) will be held in October/November after the final meeting of the Trust Board for the Calendar year.

TRUSTEE/STAFF/ ASSOCIATE	**FRA**	**PMR**
Rob Davison	x	
Carey Fish		
Rob Houston	x	
Colin Kreidewolf	x	
Angela Ransby (CEO)	x	x
Trudi Rose Porter		
Richard Smith	x	
Alan Whittaker (Chair)	x	x
Natalie Quinton (S)	x	

Trustees with Individual Responsibilities
Safeguarding, Carey Fish, Special Educational Needs & Disabilities, Trudi Rose Porter, Pupil Premium, Rob Davison
Health & Safety, Colin Kreidewolf

RAEDWALD TRUST BOARD

The Trust Board needs to take a strategic role, act as a critical friend to the Schools and be accountable for their decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities

Terms of reference:

- To agree constitutional matters*, including procedures where the Trust Board has discretion
- To recruit new Trustees as vacancies arise and to appoint new governors* where appropriate
- To hold Trust Board meetings in accordance with the Articles of Association To appoint or remove the Chair and Vice Chair*
- To appoint or remove a Governance Professional to the Trust Board*
- To establish the committees of the Trust Board the membership of which (where possible) is to comprise of a specified number of Trustees.
- To decide which functions of the Trust Board will be delegated to committees, groups and individuals
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Trust Board is necessary*
- To approve the first formal budget plans of the financial year*
- Oversight of Teaching & Learning – progress including progress for the most vulnerable pupils, i.e. PPG, SEND, etc
- To monitor the effectiveness of the Curriculum Pathways – including key strengths and weaknesses
- To review Stakeholder views of the Curriculum at RT schools, evidence of parent and pupil voice, views from mainstream schools
- To receive and consider any external reviews regarding the provision including any noteworthy comments
- To monitor the impact of Pupil Premium and Special Educational Needs & Disabilities (SEND) funding for each school as headline data
- To approve and adopt the Health and Safety Policy and to keep its practice under review and to make revisions where appropriate
- To set up a Register of Trustees' Business Interests
- To review and formally approve the policy for Pecuniary Interests *unless delegated to the Finance Committee*
- To receive the Safeguarding Report
- Maintain and review an appropriate risk register
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- To oversee the arrangements for the induction of new trustees to include an induction pack and procedures
- To consider training requirements on a regular basis to include whole Trust Board and individual trustee training
- To ensure all documents required under statutory regulation are published on the Academies websites
- To decide to offer additional activities under extended schools and the form these should take
- To decide to cease to provide additional activities under extended schools provision
- To approve and review a Performance Management policy for all staff*
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the relevant Committee, for determining dismissal payments/early retirement
- To review and agree policies relating to Premises, Health and Safety
- To adopt and keep under review the Data Protection Policy (subject to statutory review every 2 years)
- To adopt and review the Complaints Procedure
- To adopt and keep under review the Publication of Equality Information and objectives (*information to be published on website on annual basis*)
- To oversee a Freedom of Information scheme

*these matters cannot be delegated to either a committee or an individual

Membership – As per the Articles of Association
Disqualification – as per the Articles of Association

CEO'S PERFORMANCE REVIEW GROUP & PERFORMANCE MANAGEMENT MONITORING PANEL

- To arrange to meet with the External Adviser to discuss the CEO's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the CEO against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- To monitor the performance management of all staff on a termly basis, based on anonymised data provided by the CEO

Disqualification – any relevant person employed to work at the Trust and/or Academies. **Membership –** Chair of the Trust Board
Note: the detailed PM of all staff would be undertaken by the Trust Headteachers.

FINANCE, RESOURCES & AUDIT COMMITTEE

Authority
The committee is a committee established by the Trust Board to consider matters delegated to it by the Board and authorised to act within its terms of reference.

Membership
- The Board of Trustees will appoint the members of the committee.
- The committee shall have a minimum of three members.
- A majority of members must be Trustees.
- The Board of Trustees will ensure that committee members have the necessary skills and experience to fulfil the committee functions.
- The Chair of the committee shall be appointed by the Board of Trustees.
- The committee will elect a Chair from those present in the absence of the Chair, as long as that person is a Trustee.

Proceedings
- The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term.
- The committee will be quorate if three members or one third of its membership (whichever is greater) is present and if a majority of those present are Trustees. If the number of members assembled for a meeting does not constitute a quorum, the meeting shall not be held. If during the course of the meeting the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith. No vote shall be taken at a meeting of the committee unless the majority of those present are trustees.
- The Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Finance Officer will be routinely invited to the meetings, but will have no vote unless also a member of the committee.
- Agendas will be drawn up by the Governance Professional, Chair of the committee in conjunction with the CFO based on the annual calendar of business.
- Meetings shall be convened by the Governance Professional, who shall send to the committee members and to the CEO written notice of the meeting and a copy of the agenda and supporting papers at least 7 clear days in advance of the meeting.
- Every matter to be decided must be determined by a majority of the votes of the members present and voting on the matter.
- Each member present has one vote.
- Where there is an equal division of votes the chair shall have a casting vote.
- Members may not vote by proxy.

- Any member who is also an employee of the Trust shall withdraw from that part of the meeting at which their remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement are discussed.
- A register of attendance shall be kept for the committee and published on the Trust website.
- Minutes of the meeting will be taken and circulated to members and the CEO once they have been agreed by the Chair, and no later than 14 days after the meeting.
- Minutes will be presented to the Board of Trustees once they have been approved by the committee.
- The committee shall review these terms of reference annually and recommend any changes to the Trust Board.

Remit and Responsibilities of the Committee

General

- To liaise and consult with other committees where necessary
- To consider safeguarding and equalities implications when undertaking all committee functions
- To report to the Trust Board any action taken within the powers delegated to this committee
- To review and approve policies delegated to the committee by the trust board

Finance

- Consider funding, notified annually by the DfE and assess implications for the Trust
- Consider and recommend the approval or non-approval of the trust's budget each financial year
- Determine and review levels of financial delegation
- Review all financial policies and recommend to the Trust Board for approval
- Contribute to the formulation of the Trust's strategic plans
- Make recommendations regarding areas of expenditure to be adopted each year in line with improvement plans and priorities
- Ensure sufficient monies are set aside for pay increments as set out in the pay policy
- Approve disposals or write off of stock up to Academies Trust Handbook (ATH) limit
- Receive budget monitoring reports and monitor the expenditure of the Trust as per ATH
- Review expenditure and income regularly and draw matters of concern to the attention of the Trust Board
- Delegate day to day management of the budget to relevant officers within agreed authorisation limits (see RoFR)
- Approve expenditure items according to RoFR
- Approve justification documents in line with RoFR
- Consider requests for supplementary expenditure and make recommendations to the Trust Board
- Review financial policy including long term planning and resourcing in accordance with the Trust's development plans
- Confirm the financial statements to form part of the annual report of the Trust Board to stakeholders in accordance with the requirements of the Companies Act, Charity Commission and the Funding agreement
- Oversee financial controls and risks
- Review adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements
- Ensure compliance with DfE reporting requirements
- Ensure any significant losses are reported to the DfE
- Review any recommendations from the DfE for improving the financial management of the trust
- Develop, review and approve trust wide procurement strategies and an efficiency saving programme
- Review benchmarking information

Audit

Advise the Trust Board

- Advise the Trust Board on the appointment, re-appointment, dismissal and remuneration of the external and regularity auditor.
- Advise the Trust Board on the need for, and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of, an internal auditor or other assurance provider to enable the Board to sign the corporate governance statement in the annual accounts.
- Advise the Trust Board on an appropriate programme of work to be delivered for internal scrutiny by independent assurance providers (external auditors, responsible officer or other internal audit service provider). This programme of work to be derived from the FRA's Committee's regard of the key risks faced by the Academy Trust, the assurance framework in place and its duty to report to the Trust Board.
- Receive reports (annual reports, management letters etc) from the external auditor and other bodies, for example the DFE and NAO, and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information and action.

Fraud and Risk

- Review the Academy Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- Ensure risks are being adequately identified and managed, with regular risk reviews and a programme of work to address or mitigate those risks.
- Review the Trust's system of internal financial control and risk management.
- Report to the Trust Board to provide them with assurance that risks are being reviewed and managed.

Overseeing the audit process

- Oversee the Trust's relations with the external auditor and ensure appropriate cooperation and coordination of the work of the external auditor and Accounting Officer.
- Review the external auditor's annual planning document and approve the planned audit approach.
- On completion of the external audit, meet with the auditors to review with them the findings of their work. Review and discuss with them all major issues and judgements arising.
- Regularly monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.
- Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.
- Taking into account the external auditor's view, the FRA Committee should consider whether the Trust has adopted appropriate accounting policies and should consider whether finance policies are robust and appropriate.
- At the end of the annual audit cycle, the FRA Committee should assess the effectiveness of the audit process.
- Make a statement in the annual report to describe the work of the committee in discharging its responsibilities.

Whistleblowing

The FRA Committee should review arrangements by which staff of the Trust may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters. The FRA Committee's objective should be to ensure that arrangements are in place for the proportionate and independent investigation of such matters and for appropriate follow-up action.

STATUTORY COMMITTEES

Membership of these committees are from the Trust Board in order to ensure that these committees adhere to impartiality:

PUPIL DISCIPLINE COMMITTEE

Terms of Reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held within 50 school days after receiving notice of the exclusion)*
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Trust Board.

Membership – not less than 3 Trustees. It is recommended that the Chair of the Panel would be a Trustee.

Disqualification – For Pupil Discipline matters - The Headteacher* and any member of staff and/or any Governor with prior knowledge of the pupil or the incident.
(It is suggested that neither the Chair of the Board nor a member of staff, due to probable prior knowledge, should be a member)

HEARINGS COMMITTEE

Terms of reference:

- To make any determination to dismiss any member of staff *(unless delegated to the CEO)*
- To make any decisions under the Trust Board's personnel procedures e.g. disciplinary, grievance, capability where the CEO is the subject of the action*
- To make any decisions relating to any member of staff other than the CEO, under the Trust Board's personnel procedures (*unless delegated to the CEO)*
- To make any determination or decision under the Trust Board's General Complaints Procedure for Parents and others
- To make any determination or decision under the Trust Board's Curriculum Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the Trust Board's charging policy:
- *Additional items which the Trust Board may wish to include*

*****cannot be delegated to an individual

Membership – not less than 3 Trustees. It is recommended that the Chair of the Panel would be a Trustee.
(NB. The number appointed to this committee directly affects the number required for an Appeal Committee i.e. there must be an equal number of Trustees on both committees and Trustees can only sit on hearings or appeals)

Disqualification – The CEO and any member of Staff. Any Trustee who is on the Appeals Committee

APPEALS COMMITTEE

Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee*
- To consider any appeal against a decision short of dismissal under the Trust Board's personnel procedures e.g. disciplinary, grievance, capability*
- To consider any appeal against selection for redundancy*
- *Any items which individual governing bodies may wish to include*

*****cannot be delegated to an individual