Eagley Infants Academy Trust

Trust Board Procedures, Committee Arrangements and Delegation Structure 2024/25 (updated February 2025)

Trust Board Procedures Checklist

Election of Chair and Vice Chair of the Trust

The Trust Board agreed the procedures for the Election of Chair and Vice Chair of the Trust Board as follows;

1) The length of term of office for the Chair and Vice Chair is one year.

2) The term of office for the Chair and Vice Chair will expire at the Autumn term meeting and procedures for election/re-election will commence in the previous term.

3) That written self-nominations be sought in advance of the meeting

1 Finance, Risk & Resources Committee (including Pay Review & Audit)

Members:	Johnathan Webster, Angela Baker, Tessa Spackman, Jonathan Bray, Charlotte Roberts (The Head Teacher), School Business Manager (no voting rights) Holly Ward (no voting rights)
Chair:	Johnathan Webster
Clerk:	To be appointed by Committee
Quorum:	At least 3 Trustees

Terms of Reference:

Core Purpose

The Finance, Risk & Resources Committee of Eagley Infants Academy Trust has been established to:

- To determine the overall scheme of financial delegation across the Trust.
- To determine the annual Trust budget.
- To monitor and review the Trust's income streams.

- To monitor and review expenditure on a regular basis and ensure compliance with the Trust's overall strategic plan and the DfE's financial regulations.
- To prepare the annual financial report to the Trust board in accordance with the requirements of the Companies' Act and the Academies' Handbook.
- To determine the use of the Academies' premises with regard to lettings and charging policies.
- To prepare and recommend to the Trust:
  - An Appraisal policy
  - A Pay policy
- To carry out with the support of an external advisor, the Head Teachers Performance management.
- To consider disciplinary, capability and staff grievance matters and seek to resolve them including any appeals that may arise.
- To advise on the strategic planning of human resources across the Trust.

Membership

The Membership shall have a minimum of three Trustees with a maximum of five members. The Head Teacher, a trustee, may be a member of this committee but shall not have any involvement with her own Performance Management and Pay.

Proceedings

The committee will meet at least three times a year.
At its first meeting of each year, the Committee will elect a Chair.
The Committee may invite attendance at meetings from persons who are not Trustees to advise or assist on a particular matter or range of issues. Such persons shall not be entitled to vote should a vote be necessary.
The quorum will be 3 Trustees.
Minutes will be forwarded to the Board for consideration at its following meeting.

Responsibilities:-

Pay and Performance

- To submit recommendations of an Appraisal Policy to the Trust board.
- To submit recommendations of a Pay Policy to the Trust board.
- To carry out the Head Teachers Performance management in accordance with statutory regulations.
- To support the Head Teacher with the annual report to the Trust Board on appraisal Management and outcomes.
- To moderate pay decisions across all academies for teaching and support staff.
- To provide a panel to hear any appeal against the outcome of their threshold application.

Personnel

- To make recommendations to the Trust board on overall staffing levels, both teaching and support, required in each academy.
- To make recommendations to the Board on the overall leadership structure of the organisation.
- To advise on and recommend for adoption by the Board, all policies relating to staff.
- To consider staff grievances and complaints and to seek to resolve them.
- To recommend to the Board a policy on staff discipline and capability.

- To follow and implement on behalf of the Board, the governance aspects of the discipline and capability policy including the provision of panels for hearings and appeals.
- To ensure formal DBS checks are carried out for all new members of staff and that the Academy maintains a Single Central Record for inspection purposes.
- To ensure that the Academy follows safer recruitment practices and has a formal induction programme for all new starters.
- To draw up and keep under review, an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, as amended and updated by the Disability Discrimination Act 2005 and to report on measures taken by the school to ensure that staff and pupils with disabilities are treated no less favourably than others.
- Review the Board's internal and external financial statements and reports to ensure that they reflect best practice
- Discuss with the external auditor the nature and scope of each forthcoming audit and to
- Ensure that the external auditor has the fullest co-operation of staff
- Consider all relevant reports by the Comptroller and Auditor General or the appointed external auditor, including reports on the Board's accounts, achievement of value for money and the response to any management letters
- Review the effectiveness of the Board's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner
- Ensure that the Board's internal audit service meets, or exceeds, the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service
- Consider and advise the board on the Board's annual and long-term audit programme consider internal audit reports, including value-for-money reports and the arrangements for their implementation
- Review the operation of the Board's code of practice for board members and code of conduct for staff;
- Consider any other matters where requested to do so by the board; and
- Report at least once a year to the board on the discharge of the above duties.
- A clear understanding of where the risk register resides
- To monitor the risk register and receive updates at each meeting from the SLT member responsible for the register being updated
- Review all open risks and consider reducing/amalgamating risks so that a strategic risk register is produced

Funding

- Consideration and assessment of the funding for each academy.
- Consideration of sources of additional funding.

Budgeting

- To contribute to the formulation of the Academies' strategic plans through consideration of financial priorities and proposals.
- To make recommendations on the broad area of expenditure.
- To liaise with other committees re their considerations that may have financial implications.
- To delegate the day to day management of the approved budget to the Head Teacher with agreed authorisation limits.

- To consider requests for additional expenditure and make recommendations to the Trust Board.
- To review financial policy, long term planning and resourcing in accordance with the Trust's development plans.

Expenditure

- To monitor and review expenditure on a regular basis to ensure compliance with overall strategic plans and DfE regulations.
- To report to the Board on spending and projections on a regular basis.

Financial Systems

- To oversee and support the implementation of agreed financial systems in each Academy.
- To prepare the financial statement that forms part of the Board's annual report to stakeholders in accordance with the Companies' Act and the AFH.

Health & Safety

- To receive each Academy's termly H & S report and advise as necessary.
- To monitor compliance with regard to H & S statutory obligations.
- To establish and maintain policies relating to H & S.
- To ensure an annual cycle of risk assessment is carried out.
- To monitor the effectiveness of H & S arrangements, ensuring each LGB makes periodic inspections of buildings, plant and equipment.

Property & Asset Management

- To receive reports on the management of assets, premises, leases and security and maintain an inventory.
- To oversee and make recommendations on aspects of school site security.

Safeguarding

- To provide support and guidance for the Head Teacher in all matters relating to Safeguarding.
- To ensure the school fulfils its role in relation to Child Protection issues and has the required procedures in place.
- To ensure formal DBS checks are carried out for all new members of staff and that each Academy maintains a Single Central Record for inspection purposes.
- To ensure that each Academy follows safer recruitment practices and has a formal induction programme for all new starters.
- To establish and maintain policies relating to safeguarding.
- To receive and review annual safeguarding reports.

Resources Committee

Will approve purchases **above £10,000 and up to £20,000**

Head Teacher

Will be responsible for day to day financial management including purchases **up to £10,000** and all expenditure to be in support of the school spending plan

2 Teaching and Learning Committee

Members:	Larisa Sowden, Kelly Bali, Sophie Barclay, Laura Wright, Angela Baker, Charlotte Roberts, (The Head Teacher), Holly Ward (no voting rights) Tessa Spackman (no voting rights) Paula Hynes (Leave of absence from Dec 2024)
Chair:	Larisa Sowden
Clerk:	To be appointed by Committee
Quorum:	At least 3 Trustees

Terms of Reference:

Core Purpose

The Teaching & Learning Committee has been established to:

- Recommend to the Trust Board the Key Performance Indicators (KPI's) for the academy and monitor progress towards their achievement.
- Hold the Head Teacher to account for the academic performance and quality of care in each provision.
- Consider and develop curriculum and pedagogy.

Membership

The membership shall have a minimum of three Trustees and a maximum of five persons, at least three of whom shall be Trustees.

Proceedings

The committee will meet at least three times a year.

At its first meeting of each year, the Committee will elect a Chair.

The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons shall not be entitled to vote should a vote be necessary.

The quorum will be 3 Trustees.

Minutes will be forwarded to the Board for consideration at its following meeting.

Responsibilities:-

Targets

- In consultation with the Head Teacher, determine the KPI's for the Academy. These will include: academic progress; key outcomes at the end of end of each Key Stage; attendance and behaviour.

Review

- To review any report from the SIP (School Improvement Partner) in relation to the standards and achievement of each academy.
- Monitor the overall effectiveness of the leadership and management of the academy.
- Consider and evaluate the effective use of the Pupil Premium at the academy.
- Keep under review, the provision for special educational needs in the academy.
- Keep under review the provision for vulnerable pupils and Children who are looked after.

Curriculum

- Consider and determine all curricular issues.
- To ensure that the curriculum offer is relevant and appropriate for all pupils.
- To ensure the academy is fulfilling statutory obligations.
- Ensure that the legal requirements for children with special needs are met and that they are given support for learning.
- Ensure that each academy fulfils its legal requirement to publish information about its performance and curriculum.

Policies

- To review the policy and provision for collective worship and religious education and make recommendations to the academy.
- To review the policy on charging for curriculum activities and make recommendations to the academy.
- Receive and consider revisions to policies which relate directly to the work of this committee including: assessment, special needs, G & T, SMSC, attendance, punctuality, behaviour, healthy schools, rewards and sanctions, home-school agreements, extra-curricular, uniform, educational visits, equal opportunities, PHSE, sex, relationships and drug awareness, British values.
- To review and approve non-statutory policies.

CPD

- Ensure that there is a full programme of development which reflects the aims of the Trust.
- Ensure that the academy complies with its commitment to continuous professional development.

Stakeholder Engagement

- Encourage partnership working between parents/carers and the academy.
- Undertake consultation with students, parents/carers and other stakeholders as part of a regular programme of self-evaluation.

3 Admissions Committee

Members:	Larisa Sowden, Tessa Spackman, Paula Hynes (Laura Wright Temporary) (Trust Boards are recommended to include one Parent Governor)
Quorum:	At least 3 Trustees

Terms of Reference:

1) To consider and approve changes to the school admissions policy and recommend to the Trust Board for approval.

2) To determine offers of places for the annual admissions round in the light of the Trust admissions policy.

3) To determine offers of places to 'in-year' applicants in the light of the Trust admissions policy.

Nominated Trustee Roles & Responsibilities

Trustees Roles and Responsibilities

Angela Baker- Chair, Safeguarding, PPG, LAC, H&S, Attendance, SEN/Behaviour, EYFS

Tessa Spackman- Vice, History, PE, Wellbeing, Trustee Development & Training

Paula Hynes- EYFS, Trustee Development & Training, EID, Music (leave of absence from Dec 24)

Larisa Sowden- Geography, Music, Website

Laura Wright – DT, RE, Science

Jonathan Bray - Computing, Health & Safety

Kelly Bali - PSHE, Outdoor learning

Johnathan Webster- Maths, Extended Services, Finance

Sophie Barclay – Art, English

Head Teacher's Appraisal Panel – Angela Baker, Larisa Sowden, Tessa Spackman