



SOUTHEND EAST COMMUNITY ACADEMY TRUST ACADEMY COMMITTEE TERMS OF REFERENCE

Created and Adopted by Trust Board 27th March 2019

1. Purpose and scope

1.1 Academy Committees are not responsible for operational issues.

They act as a 'critical friend' by:

- ◆ providing strategic governance support to ensure pupils receive the best possible education;
- ◆ monitoring and evaluating Academy performance;
- ◆ providing support and challenge to the head teacher and senior leadership team;
- ◆ engaging with the wider community.

2. Composition of the Academy Committee

2.1 The Committee will retain its existing complement, subject to the Governance Review.

2.2 1 Headteacher, ex-officio and 1 Staff by election with a two-year tenure.

2.3 2 Parents –Any potential new parent members must satisfy the existing academy committee that they have a willingness and some useful skills/experience to assist and support the academy. Parent Academy Committee members shall be appointed by election for a four-year tenure unless the number nominated/interested in joining the academy committee is fewer or equal to the number of vacancies available. They must be a parent of a child attending the academy to which the academy committee relates. If they wish to, a parent Academy Committee member may serve out their term of office once their child leaves the academy. Should an elected parent Academy Committee member later become employed by the Trust, they must step down from their role as an Academy Committee member.

- 2.4 6 Community Academy Committee members –Any potential new Community Academy Committee must satisfy the existing Academy Committee that they have the requisite skills prior to appointment. Community Academy Committee members are appointed to the Academy Committee by the SECAT Trust Board for a four-year tenure. So long as they are not also a member of Trust staff, a Community Academy Committee member may be the parent of a child who is on roll at another academy within the Trust.
- 2.5 Where an Academy Committee member is elected or appointed and does not hold an enhanced criminal record certificate, the Academy Committee will apply for such a certificate in respect of that Academy Committee Member within 21 days after his/her appointment or election.
- 2.6 Any Academy Committee member refusing to undertake the checks will be disqualified from membership of the Academy Committee.
- 2.7 An Academy Committee member failing to attend Academy Committee meetings without the consent of the Academy Committee for a continuous period of six months, beginning with the date of the first meeting missed will be disqualified from membership of the Academy Committee.
- 2.8 An Academy Committee member may be removed if they:
- ◆ are paid to work in the academy and are the subject of disciplinary proceedings in relation to his/her employment
 - ◆ has acted in a way that is inconsistent with the academy's ethos and have brought or are likely to bring the Academy or SECAT into disrepute
 - ◆ are in breach of his/her duty of confidentiality to the Academy or the staff or to the pupils
 - ◆ are in breach of the Trust Code of Conduct

3. Quorum

3.1 The quorum will be three Academy Committee members.

4. Chair

4.1 The Chair will be appointed by the Trust Board annually.

4.2 The Vice Chair will be elected by the Academy Committee annually and lead the meeting in the absence of the Chair.

4.3 In the absence of the Chair and Vice Chair, the committee shall choose an acting chair for that meeting from among their number (someone who is not the Headteacher).

5. Clerk

5.1 The Academy Committee will appoint a Clerk annually who will Clerk all meetings of the Academy Committee. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).

6. Meetings

6.1 Any member of the Board of Trustees may attend an Academy Committee meeting (but they will not have voting privileges on any Academy Committee decision).

6.2 The CEO may attend and contribute to an Academy Committee meeting (but will not have voting privileges on any Academy Committee decision).

6.3 The Academy Committee will meet as often as is necessary to fulfil its responsibilities but at least once per academic term.

6.4 The Chair leads on and sets agenda items, in consultation with the Headteacher and the Academy Committee Clerk, following any steer from the Trust.

- 6.5 When decisions requiring a vote are raised, each member of the Academy Committee will have one equal vote. Where there is an equal division of votes, the casting vote resides with the Chair. Attendance / voting cannot be by proxy.
- 6.6 Any member of the Academy Committee may request that the Chair invites additional guests to attend or contribute to a meeting (but this person will not have any voting privileges).
- 6.7 Resignations (actual or planned) should be announced at meetings. Any resignation does not become formal until approved and recorded in the meeting minutes.
- 6.8 The Clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within 10 school days of the meeting (or as agreed) and presented with the agenda for the next Academy Committee meeting.
- 6.9 The Clerk will provide the CEO with copies of, or access to, the Agenda, supporting papers and subsequent Minutes, including those denoted confidential.

7. Terms of Reference

- 7.1 Reviewed annually by the Trust Board.

8. Roles and responsibilities of the Academy Committee

- 8.1 To adhere to the Trust Governance Code of Conduct.
- 8.2 To contribute to and monitor the progress of, the Academy Improvement Plan, and develop relative effective working practices.
- 8.3 To determine Academy vision and strategy in line with that of the Trust, agreeing key priorities and key performance indicators (KPIs) against which progress towards achieving the vision can be measured.



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- 8.4 To consider safeguarding and equalities implications when undertaking all committee functions.
- 8.5 To act on matters delegated by the Trust Board.
- 8.6 To produce an annual schedule of business for the Academy Committee.
- 8.7 To complete an annual evaluation of impact of the Academy Committee.
- 8.8 To complete a Committee Member contribution review.
- 8.9 To complete the NGA skills audit annually.
- 8.10 To carry out a 360 review on the Academy Committee Chair's performance annually.
- 8.11 To produce an annual report on the work of the Academy Committee for submission to the Trust and publication on the Academy website.
- 8.12 To ensure the Register of Business Interests is kept up to date.
- 8.13 To be responsible for compliance and currency of the Academy website.
- 8.14 To succession plan for the Academy Committee and the academy staff.
- 8.15 To determine auditing and reporting arrangements for matters of compliance (e.g. safeguarding, H&S, employment) in the Academy.
- 8.16 To receive and respond to the Trust's external auditors' report.
- 8.17 To ensure robustness in benchmarking and Academy value for money.
- 8.18 To review Academy policies and maintain a policy schedule.
- 8.19 To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- 8.20 To receive at least termly budget monitoring reports from the Finance Manager/Headteacher.
- 8.21 To receive a termly written report from the Headteacher that informs the Academy Committee about the Academy's performance.

- 8.22 To review outcomes for pupils, their attainment and progress (including the impact of the use of the pupil premium and sports premium where appropriate).
- 8.23 To monitor pupil's attendance levels.
- 8.24 Monitor the application of the pupils' behaviour policy.
- 8.25 Monitor and review the quality of teaching, leadership and management.
- 8.26 To ensure the legal requirements for NQT induction are complied with.
- 8.27 To appoint an Academy Committee member with responsibility for SEND for the Academy.
- 8.28 To monitor and challenge implementation of SEND policies and the performance of SEND pupils in the Academy.
- 8.29 To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SENCO and an annual report from the SEND Academy Committee member.
- 8.30 To appoint an Academy Committee member with responsibility for Child Protection/Safeguarding for the Academy.
- 8.31 To monitor and challenge implementation of statutory safeguarding obligations and policies in the Academy.
- 8.32 To appoint an Academy Committee member with responsibility for Health and Safety for the Academy.
- 8.33 To be responsible for applying the Trust Health and Safety Policy within the Academy.
- 8.34 To monitor all contracts and health and safety items linked to the swimming pool, where relevant.
- 8.35 To engage with stakeholders.
- 8.36 To regularly review and make recommendations about the Academy Accessibility Plan.

- 8.37 To make recommendations and observations to the SECAT Board about staffing and budget.
- 8.38 To ensure that the Academy is staffed sufficiently for the fulfilment of the academy development plan and the effective operation of the Academy.
- 8.39 To oversee compliance with the Trust's Performance Management/Appraisal Policy within the Academy for all staff, including provision of advice from the Academy Chair in the Headteacher's PMR together with the CEO.
- 8.40 To be responsible for communicating pay decisions to staff once determination has been made by the Trust Board Personnel and Pay Committee, except for the Headteacher.
- 8.41 To follow Trust Policy and procedure for advertising, recruitment and appointment of staff.
- 8.42 To ensure that staffing procedures follow equalities legislation.
- 8.43 To establish the annual CPD budget for the based on the Academy's needs.
- 8.44 To ensure that the Academy's staffing structure is commensurate with the needs of the Academy based on pupil numbers.
- 8.45 To follow the Trust process leading to staff reductions, including any redundancies.
- 8.46 To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- 8.47 To follow Trust Policy for procedures for dealing with discipline and grievances.
- 8.48 To evaluate Academy effectiveness.
- 8.49 To review the risk element of Educational Visits; residential trips and dangerous or outdoor activities.
- 8.50 To monitor and make decisions regarding catering related capital expenditure, referring any items above the delegated authorities to Trust Board.



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- 8.51 To set and review annually the Academy Business Continuity Plans, including a Critical Incident Plan.
- 8.52 To review the Academy Risk Register termly.
- 8.53 To monitor the Academy's progress in implementing changes as required by changing Data Protection laws and regulations (escalating any matters to Trust Board as required).
- 8.54 To ensure that the Academy and Trust Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.