



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

COMMITTEES OF THE BOARD OF DIRECTORS - Term of Reference & Membership

The Directors have the power to establish committees to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Directors, enabling a quorate decision to be made.

This document should be read alongside the BWCET/Hexham and Newcastle Diocesan Scheme of Delegation February 2022.

Quorum for committees: 3 Directors (CEO is to attend all meetings).

Clerk to the Trust Board and its Committees: Jacqui Ridley

Finance Committee

1. To ensure that the Trust Board is kept informed of all major financial issues concerning the Trust and its schools, the overall Trust budget and those of the individual schools, the management of funds against the budget, the benchmarking of financial performance and the heads of expenditure, the way funds are utilised (including value for money) and the way monies are secured.
2. To recommend the annual budget for the Trust and the schools to the Trust Board for approval, having consulted Headteachers and (if appropriate) Local Governing Committees.
3. To receive reports from the Headteachers regarding the Trust's/schools finances. This will include reports on the monitoring of income against expenditure and proposals to revise forecasts for the year. The committee will work with the Trust and the Headteachers to make any recommendations to the Trust Board.
4. To monitor the production, timeliness and accuracy of key financial statements in response to both statutory and local requirements.
5. To support (recommending and advising) the Trust Board in developing and then implementing a reserves policy and to consider the impact of strain in individual school budgets.
6. To support (recommending and advising) the Trust Board in developing and then implementing the Academy Trust Handbook and associated procurement policy.
7. To review tenders for major contracts as specified in the Academy Trust Handbook. To approve or reject tender proposals or, where required, make recommendations to the Trust Board.

8. To recommend any changes in the Academy Trust Handbook, where significant, to the Trust Board. To review the operations of the Trust and the schools in relation to the procedures shown in the Academy Trust Handbook. To work with the Headteachers to resolve breaches and to improve procedures as appropriate.
9. To monitor key financial and accounting systems and reviewing any audits of these or the general finances of the Trust and make recommendations to the Trust Board and/or the Local Governing Committees as appropriate.

Membership:

Chris Coxon (Chair), Angela Boyle, Claire Reid, Ian Mearns MP
N Hurn (CEO) & L Levy (COO), L Smith (CFO) – in attendance

Audit and Risk Committee

1. Advise and report to the Directors in relation any organisational risks which might impede the development and implementation of a long term strategy for the success of the Trust. The Directors shall consider any such advice given by the Audit Committee.
2. Support the Directors in developing an organisational structure which reflects the Trust's values and enables the management systems, structures and processes to work effectively in line with legal requirements and to ensure sound financial management.
3. Support the Directors in the formulation of financial and risk management policies for the Trust and the Academies for achieving the aims and objectives set out in the Trust's Development Plan or long term strategic vision.
4. Advise the Directors on the adequacy and effectiveness of the Trust's systems of internal control and its arrangements for risk management, control and governance processes and securing economy, efficiency and effectiveness (value for money).
5. Regularly review the statement on internal control and make appropriate recommendation to the Directors and when appropriate communicate messages and advice to the Local Governing Committee, liaising as necessary with any responsible officer appointed by the Local Governing Committee to be responsible for financial oversight and risk management of the schools activities.
6. Support (and challenge when necessary) the Directors and in particular the Chief Executive Officer (being the Trust's "accounting officer") to ensure he or she satisfies his or her duty as accounting officer to:
 - a. Ensuring value for money;
 - b. Ensuring regularity and propriety;
 - c. Ensuring prudent and economical administration;
 - d. Avoiding waste and extravagance;
 - e. Ensuring the efficient and effective use of resources;
 - f. Keeping proper accounts.
7. Establish and implement a system of financial and risk reporting by the schools to the Directors and to oversee that reporting to ensure that such a system complies with the Trust's legal obligations.
8. Review any financial and risk report submitted by the schools and advising the Directors on any issues arising from it as well as making recommendations for future reports to sustain the integrity of the financial and risk management systems.
9. Advise on the formulation and implementation of a policy for the approval and signing of contracts, ensuring all contracts to be entered into by the school are appropriate, have been authorised (or are within delegated authority) and do not expose the school to undue risk.
10. Advise the Directors on the appointment, reappointment, dismissal and remuneration of auditors (both external auditors and internal audit).
11. Monitor the effectiveness of auditors, including the use of auditor performance indicators.

12. Ensure effective coordination between auditors ensuring that a consistent method of audit is adopted across all schools.
13. Ensure that additional services undertaken by auditors are compatible with the audit independence and objectivity.
14. Agree the work programme of internal audit including the checking of financial controls, systems, transactions and risks.
15. Consider the reports of the auditors and, when appropriate, advise the Directors and the Academies of material control issues.
16. Monitor the implementation of agreed audit recommendations.
17. Advise on policies for the securing of the funds and assets of the Trust including by the prevention of loss through fraud and irregularity.
18. Ensure that all allegations of fraud and irregularity are appropriately investigated and control weaknesses addressed, working with the Directors and the Headteachers of the schools, as appropriate.
19. Recommend the annual financial statements to the Directors for approval.

Membership:

Peter Cantwell (Chair), Michelle Harrison, David Hicks, Ian Mearns MP
N Hurn (CEO) & L Levy (COO) – in attendance

Standards/Intervention Committee

The Directors have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Directors, enabling a quorate decision to be made.

Standards

1. To consider any appropriate curriculum priorities to be implemented across the Trust.
2. To ensure that any statutory and Diocesan requirements relating to key policies on academy aims, special needs, admissions, EYFS, SEND, curriculum, relationships and sex education, charging, religious education, collective worship, attendance and behaviour policies are implemented.
3. To assist the CEO and the Headteachers of the school, as appropriate, in the formulation of statutory policies. Any statutory policies must be ratified by the Trust Board.
4. To review the performance of the schools against agreed Key Performance Indicators.
5. To support the Trust Board with the development of a strategic plan for any supported school which identifies agreed priorities and targets for improvement, focusing specifically on both standards and resource planning.
6. To work with the CEO and Headteachers in developing the awareness of the LGC of the schools curriculum priorities.
7. Assess the performance of the schools as a group, developing a benchmarking tool which can be used to drive further improvements, advising the Trust Board on the effectiveness of this and liaising with the Diocesan Department for Education to implement any Diocesan guidance or advice.
8. Seek to identify areas where greater collaboration between the schools can improve standards and outcomes.
9. With the assistance of the CEO and the school improvement team carry out periodic reviews of the standards of teaching and learning in each of the schools.
10. To review and recommend to the Trust Board personnel procedures such as recruitment, redundancy, discipline, grievance, capability and pay policies, having regard at all times to any guidance issued by the Catholic Education Service.
11. To review employment practices of the Trust, recommending to the Trust Board adoption of new practices where appropriate.
12. To ensure that the employment and personnel functions of the Trust remain in line with legal requirements and the conduct of a good employer.

13. To support the LGC's in reviewing the staffing structure and pay incentives of the schools from time to time, working with the CEO and Headteachers and the appropriate management teams, ensuring that the Trust structure maintains high performing schools.
14. To ensure there is a suitable and effective appeals procedures for HR matters.
15. To work with the CEO in engaging with the trade unions and maintaining good employment relations, calling on the support of the Diocesan Department for Education when needed.
16. To draft and keep under a review a policy statement on staff consultation for approval by the Trust Board and to undertake any formal consultations on personnel matters.
17. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that all staff are informed of them.

Governance

18. In consultation with the Diocesan Department for Education, to monitor the effectiveness of the Scheme of Delegation and to consult with staff and the LGC's where change is advisable or has been recommended by the Diocesan Department for Education.
19. In collaboration with the Diocesan Department for Education, to develop and implement a programme of Director and Governor training.
20. To undertake a regular skills audit of each of the LGC's and making appropriate recommendations to the Trust Board for appointments and removals where necessary.
21. To vet all nominations for appointments to the LGC's.
22. To support the Chairs of the LGC's to ensure they are working effectively.
23. To develop and support the adoption of best practice in governance at all levels in the Trust, having regard to any advice and guidance of the Diocesan Department for Education.
24. In consultation with the Diocesan Department for Education, to advise the Trust Board on any intervention at LGC level where there has been a break down in governance.
25. To advise and lead on the appointments of clerks to the Trust Board and the LGC and to support their training to ensure they are knowledgeable about the governance arrangements within the Trust.

Membership:

TBC (Chair), Alan Egdell, Steve Horne, Ian Mearns MP, Chris Coxon
N Hurn (CEO), L Stephenson (Deputy CEO, Primary), C Brown (Senior Director for
Performance and Standards) & B Riley O'Donnell (Director of Ethos)