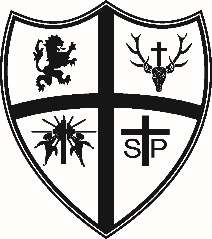
**St Catherine of Siena Academy**



**Committee Structure**

Approved : 18th December 2018

Updated: 9th May 2019

**Index of Contents:**

Committee Structure Chart

Board of Directors - Responsibilities

Board of Directors – Terms of Reference

Board of Directors - Establishment of Committees

Committee Terms of Reference and Composition: -

Provisions/Audit Committee

* Finance
* Personnel
* Health and Safety
* Premises
* Resources
* Pay and Performance Management
* Audit

Outcomes Standards and Mission Committee

* Catholic Ethos
* Strategic Direction
* Accountability
* Monitoring and Evaluation
* Succession Planning

Academy Committee

* Catholic Life
* Curriculum
* Health and Safety
* Teaching and Learning
* Communication with Stakeholders
* Community
* Finance
* Risk Management
* Buildings
* Extended School and Business Activities
* Pay Appeals Committee
* Pupil/Student Discipline and Grievance
* First Appeals and Discipline (Capability)

Provisions Committee

* Finance
* Staffing
* Premises, Health & Safety

Outcomes Committee

* Catholic Ethos
* Achievement
* Teaching and Learning
* Curriculum
* Behaviour and attendance

Adhoc Committees: Admissions committee, Staffing Committee. Pupil discipline and complaints committee, Appeals committee

Board of Directors delegation to the Principal

Membership of the Board of Directors and Committees

Delegation of Powers to Individuals

This document supplements but does not supersede the duties of Directors and Representatives in line with the DFE Funding Agreement, Companies Act 2006, Academies Financial Handbook 2013 and Academy Schools; guidance on their regulation as charities.

**ST CATHERINE OF SIENA ACADEMY**

**COMMITTEE STRUCTURE CHART**

BOARD OF DIRECTORS

PROVISION COMMITTEE

OUTCOME COMMITTEE

ST HUBERTS CATHOLIC PRIMARY

ACADEMY COMMITTEE

ST PHILLIPS

CATHOLIC PRIMARY

ACADEMY COMMITTEE

ST GREGORY’S

CATHOLIC PRIMARY

ACADEMY COMMITTEE

ST FRANCIS XAVIER CATHOLIC PRIMARY

ACADEMY COMMITTEE

**1.2 Responsibilities of the Board of Directors**

The Directors have a duty to act in the fulfilment of the Company’s objectives. The Directors also have a duty to the Founder Member to uphold the Object of the Company and to have regard to any advice of the Founder Member and/or the Diocesan Bishop and to follow any directives issued by them.

The board of the academy trust has wide responsibilities under statute, regulations and the Funding Agreement.

1.2.1 Setting the aims and objectives for the academies

1.2.2 Setting policies to achieve those aims and objectives

1.2.3 Setting priorities for the key areas for improvement for the academies, which affects resourcing

1.2.4 Setting targets to achieve the aims and objectives and focus improvement for the academies

1.2.5 Setting the strategic improvement plan to meet the targets, to reflect the priorities, and in accordance with the policies, to achieve the aims and objectives of the academies

1.2.6 Reviewing the progress of the strategic improvement plan

1.2.7 Monitoring and evaluating the impact of the strategic plan towards achieving the aims and objectives for the academies

1.2.8 Reviewing the effectiveness of the strategic framework in light of the progress and measurable outcomes in the academies.

The Directors will establish the number of core committees of Directors they judge necessary to undertake the key strategic functions required for running all the academies in a collaborative manner.

Through these core committees of Directors the Company will:

* Secure the mission shared by all of the academies, drive strategy to provide quality Catholic education across the communities of each of the academies and, by working in communion, give witness to the Catholic faith in action.
* Raise standards and improve provision across all the academies
* Achieve best value for money in the resources and services secured and deployed to meet the needs of all aspects of organisation, management and administration of the academies.

Notes 1) The Board of Directors can delegate any of its statutory functions to a committee, a Director or to a Principal, subject to prescribed restrictions, but cannot delegate any functions relating to: the constitution of the Board of Directors (unless otherwise provided by the Constitution Regulations); the appointment or removal of the Chairperson and Vice-Chairperson; the appointment of the Clerk; the suspension of directors; the delegation of functions and the establishment of committees.

2) The foregoing list is not exhaustive but represents the prime responsibilities defined in the Scheme of Delegation as agreed with the DES.

* 1. **Board of Directors – Terms of Reference**

* + 1. Any Principal can attend all meetings of any committee established by the Board of Directors but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects a Principal they must, as with any other director in a similar position, declare an interest and physically withdraw from the meeting.
    2. The Directors shall hold at least three meetings in every school year.
    3. The Company shall hold an Annual General Meeting (AGM) each year in addition to any other meeting in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one AGM of the Company and that of the next.
    4. Any three Directors may, by notice in writing given to the Secretary, requisition a meeting of the Directors; and it shall be the duty of the Secretary to convene such a meeting as soon as is reasonably practicable.
    5. The quorum for a meeting of the Directors, and any vote on any matter thereat, shall be any three Directors, or, where greater, any one third (rounded to a whole number) of the total number of Directors holding office at the time of the meeting.

The quorum for the purposes of:

* Appointing a Parent Director
* Any vote on the removal of a Director
* Any vote on the removal of the Chairperson of the Directors in accordance with Article 90

Shall be any two thirds (rounded up to a whole number) of the persons who are at the time Directors entitled to vote on those respective matters.

* + 1. Subject to the Articles, every question to be decided at a meeting of the Directors shall be determined by a majority of the votes of the Directors present and voting on the question. Every Director shall have one vote.
    2. Subject to Articles 117-119, where there is an equal division of votes, the chairperson of the meeting shall have a casting vote in addition to any other vote they may have,
    3. The Directors may appoint up to three Co-opted Directors by written notice delivered to the Office for such term (not exceeding four years) upon such conditions as they see fit and provided that if any such Directors are appointed the number of Foundation Directors permitted by Article 46 shall increase proportionately to ensure that a majority by at least two of Directors and Foundation Directors. The Directors may not co-opt an employee of the Company as a Co-opted Director if thereby the number of Directors who are employees of the Company would exceed on third of the total number of Directors including the Executive Principal.
    4. Each Director shall be given at least seven clear days before the date of a meeting:
* Notice in writing thereof, signed by the Secretary, and sent to each Director at the address provided by each Director from time to time; and
* A copy of the agenda for the meeting

Provided that where the chairperson or, in their absence or where there is a vacancy in the office of chairperson, the vice-chair, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof are given within such shorter periods as they direct.

* + 1. The Directors shall each school year, at their first meeting in that year, elect a chairperson and a vice-chairperson from among their number. A Director who is employed by the Company shall not be eligible for election as chair or vice-chair. The term of office for a chairperson and vice-chairperson shall also be determined at this meeting.
    2. The most recent minutes of committees and Board of Directors meeting shall be included as an Agenda item for consideration at the next available meeting of the full Board of Directors where appropriate.
    3. All decisions made by Committees with delegated powers should be reported to the next full meeting of the Board of Directors. If the minutes are not finalised a brief statement of the conclusions reached should be given.
    4. All meetings should be conducted for no more than 2 hours.

The terms of reference included within this policy is not exhaustive and should be read in conjunction with the Scheme of Delegation for the Multi Academy Company.

**1.4 Board of Directors - Establishment of Committees**

1.4.1 Any committee shall be determined by the Directors. The establishment, terms of reference, constitution and membership of any committee of the Directors shall be reviewed at least once every twelve months.

1.4.2 Each Committee must include at least four Directors.

1.4.3 The quorum for a meeting of the committee, and any vote on any matter thereat, shall be any three Directors, or, where greater, any one third (rounded to a whole number) of the total number of the committee membership holding office at the time of the meeting.

1.4.4 The Board of Directors can disband a Committee, change its membership or amend/withdraw its delegated powers at any time.

1.4.5 Committees to appoint a Chair, Vice-chair and a Secretary to the committee.

1.4.6 Committees to hold meetings at least three times per academic year prior to the Board of Directors meeting for that term taking place.

1.4.7 Committee chairs to be empowered to allow other Directors and non- directors with specialist skills and/or knowledge appropriate to the working of the Committee to observe at meetings. Such persons will have no voting powers.

1.4.8 All meetings to be formally minuted and all proceedings reported back to the full Board of Directors. However the Board of Directors should not normally repeat, where the power of decision is delegated to the Committee, the discussions leading to that decision in detail.

1.4.9 The chair or vice-chair cannot be an employee and a Principal cannot undertake the role of chair or vice-chair.

1.4.10 The Board of Directors remains accountable for any decisions taken, including those relating to functions delegated to a committee or an individual, and can still perform functions it has delegated.

**1.5 Committee Terms of Reference and Composition**

**1.5.1**

The following membership was confirmed:

**Directors Provisions/Audit Committee**

|  |
| --- |
| Membership |
| Joyce Gardner, Carol Cullen, Kiran Shah, T Steele, EHT – D Doyle (non voting). |

|  |
| --- |
| Chair |
| To be elected by the committee from its membership annually.  Name: Carol Cullen |

|  |
| --- |
| Reporting |
| i) Minutes to be published  ii) Report on activities and decision to the next Board of Directors meeting. |

|  |
| --- |
| Frequency |
| At least termly |

|  |
| --- |
| Convening and Agenda |
| Chairperson in consultation with the Principal Directors, internal/external auditors |

|  |
| --- |
| Quorum |
| Five - majority of FD |

|  |
| --- |
| Terms of Reference |
| * To elect a chair and vice-chair of committee annually   **Finance**   1. To act as the co-ordinating body for spending committees, preparing and recommending to the Board of Directors an Annual Budget Plan and cash flow forecasts for each academy for approval. 2. To review appropriate benchmarking data, budget projections, medium/long term financial plans to ensure the academies budgets are realistic and sustainable. 3. To authorise remedial action where appropriate. 4. To give consideration to decisions taken at committee/board level and the impact on the academies financial position   vi) To receive the report of quarterly internal audit inspections carried out by the Responsible Officer.  vii) To give consideration to approve expenditure items as described in the scheme of delegation.  viii) To annually review the Academy Financial Regulations and Scheme of Delegation.  ix) To ensure the Register of Business Interests is kept up to date.  x) To annually review all contracts, leasing agreements and tenders for the academies.  xi) To ensure the academies have sound financial controls in place.  **Personnel**   1. To monitor policies and procedures related to personnel, i.e. disciplinary codes, dismissal, early retirement schemes, appraisal systems, equal opportunities, Health and Safety (Welfare) and personal development. 2. The Board of Directors to appoint Head Teachers and Deputy Head Teachers.     **Pay**  i) To draw up a pay policy for recommendation to the Board of Directors and thereafter to review the policy.  iii) The Committee will receive the report of the Head Teachers pay review.  **Health and Safety/Premises**  i) To be responsible for the maintenance, development and letting of the academies buildings and grounds.  ii) To ensure each school has an annual maintenance programme in accordance with the academies delegated budget and development plan.  iii) To be responsible for compliance with all current Health and Safety requirements and associated regulations.  vi) To ensure that the Academy Health and Safety Policy is regularly reviewed to maintain validity.  vii) To ensure that site inspections are routinely carried out.  viii) Develop and submit for Trustee approval a 5 year estate management strategy.  ix) Ensure all buildings and contents are appropriately insured.  **Resources**  i) To ensure that purchases of resources conform to best value and financial procedures.  iii) To carry out an annual review of the use of resources effectively.  iv) To agree and sign an annual Best Value Statement.  **Policies: TBC**  Audit   1. To advise the Academy on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the internal audit service; 2. To advise the Academy on the scope and objectives of the work of the IAS, the external auditor; 3. To ensure effective coordination between the IAS, the external auditor, including whether the work of the external auditor should be relied upon for internal audit purposes; 4. To consider and advise the Academy on the audit strategy and annual internal audit plans for the IAS; 5. To advise the Academy on internal audit reports and annual reports and on control issues included in the management letters of the financial statements auditor (including their work on regularity audit) and the external auditor, and management’s responses to these; 6. To monitor, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports, financial statements management letter and the external auditor’s management letter and spot-check reports; 7. To consider and advise the Academy on relevant reports by the Education Funding Agency (EFA) or their successors and other funding bodies, and where appropriate management’s response to these; 8. To establish, in conjunction with school management, relevant annual performance measures and indicators, and to monitor the effectiveness of the IAS and external auditor through these measures and indicators and decide, based on this review, whether a competition for price and quality of the audit service is appropriate; 9. To produce an annual report for the Academy and accounting officer, which should include the committee’s advice on the effectiveness of the school/college risk management, control and governance processes, and any significant matters arising from the work of the IAS, the external auditors; 10. To ensure that all allegations of fraud and irregularity are properly followed up; 11. To be informed of all additional services undertaken by the IAS and the external auditors; 12. To recommend the annual financial statements to the Board of Directors for approval. |

**1.5.2**

**Directors Operational delivery Committee to include Standards and Mission**

|  |
| --- |
| Membership |
| R Jones, F Foley, T Steele and I Bickley.  Joint Chair: Rod Jones & T Steele (Our Lady of St Hubert)  Observer: EHT D Doyle |

|  |
| --- |
| Reporting |
| i) Minutes to be published  ii) Report on activities and decision to the next Board of Directors meeting. |

|  |
| --- |
| Frequency |
| To meet at least termly. |

|  |
| --- |
| Convening and Agenda |
| Chairperson in consultation with the Principal Directors. |

|  |
| --- |
| Quorum |
| Five – majority FD |

|  |
| --- |
| Terms of Reference |
| **Catholic Ethos**  i) To promote and support the Catholic ethos of the Academy through the spiritual and moral development of pupils.  ii) To monitor whole school activities in relation to the pastoral and spiritual life of the Academy.  **Strategic Direction**   1. To review annually the Academy Improvement Plan 2. To consider and plan the strategic direction of the schools within the Academy in support of the Head Teachers.   **Monitoring and Evaluation**   1. To monitor individual school progress during an academic year in form strategic planning.   **Succession Planning**   1. To support staff in their pursuit of Leadership opportunities. Whilst giving special attention to the needs of Catholic education in respect of succession planning. 2. To actively work towards the future growth and development of Catholic Education across the Diocese.     **Policies**  To agree/have a knowledge of the Academy Improvement Plan. To agree: Safeguarding Policy, Equality Policy and Complaints Policy |

**Strategy & Visions Committee** - F Foley, I Bickley, M O’Brien, J Gardner & T Steele. Chair: F Foley

Head Teacher Appraisal: J Gardner, F Foley and T Steele. Terms to be confirmed **ACTION: Clerk**

Links for Directors agreed as follows:

Complaints

Standards,

Recruitment/succession planning,

Finance,

HT performance and

Director involvement in MAC improvement plan

**1.5.3**

**Academy Committee**

|  |
| --- |
| Membership |
| 7 Foundation Representatives  2 Staff Representatives  2 Parent Representatives  1 Principal |

|  |
| --- |
| Chair and Vice Chair |
| To be elected by the committee from its membership annually. |

|  |
| --- |
| Reporting |
| i) Minutes to be published  ii) Report on activities and decision to the next Board of Directors meeting |

|  |
| --- |
| Frequency |
| To meet at least termly. |

|  |
| --- |
| Convening and Agenda |
| Chairperson in consultation with the Principal Directors. |

|  |
| --- |
| Quorum |
| One half (rounded up to a whole) of total number of Academy Representatives holding office at the date of the meeting. |

|  |
| --- |
| Terms of Reference |
| **Strategic Direction**  i) To review annually the school Improvement Plan  ii) To consider and plan the strategic direction of the school within the improvement framework set by the Academy. |

**Provision**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the governing board for: | |
| **Finance:**  i) To give consideration to decisions taken at committee/board level and the impact on the academies financial position.  ii) Approve expenditure and virements of sums over £5,000, sums below that amount are delegated to the Had Teacher.  iii) To consider the financial implications relative to academy improvement plans and priorities.  iv) To administer the lettings policy and charges.  v) To receive and approve audited academy i.e. school/college fund accounts for presentation to the Board of Directors.  vi) To receive the report of quarterly internal audit inspections carried out by the Responsible Officer.  vii) To give consideration to approve expenditure items as described in the scheme of delegation.  ix) To ensure the Register of Business Interests is kept up to date.  x) To annually review all contracts, leasing agreements and tenders for the academies.  xi) To ensure the each academy i.e. school/college has sound financial controls in place.  xii) To review appropriate benchmarking data, budget projections, medium/long term financial plans to ensure the academies budgets are realistic and sustainable.  To appoint annually the auditor for school funds.   * Approve the annual budget and present it to the Academy Committee for information. * Review the actual expenditure and monitoring statements at least once a term. * Receive & review financial projections. * Assess the schools insurance cover to ensure that it provides adequate protection against risks. * Review and approve internal financial procedures. * Ensure academy financial procedures are complied with. * Obtain quotations with a view to placing contracts/orders, once the relevant committee has drawn up a specification * Writing off bad debts. * Disposal of fixed assets. * Approval of in year budget changes.   **Staffing:**   * Review/approve all policies relevant to staffing and roles of the committee. * Consider applications from staff for variation to contract (secondments, early retirements, leave of absence, reduced working hours etc.) * Ensure all personnel records are held securely. * Review annually the staffing structure of the school ensuring that it meets the requirements of the curriculum and is in line with the School Improvement Plan. * Review staff work/life balance, working conditions and well-being, including the monitoring of absence. * Implement the Appraisal Policy and monitor teacher appraisal process. * Equal Opportunities. * Establish & maintain rolling programme for Disclosure & Barring Service (DBS) Checks. * Staff training and CPD * Review staff pay progression in accordance with the pay policy and annual appraisal cycle.   **Premises Health & Safety:**   * Review the health and safety policy on an annual basis, amend, develop and review any other health and safety related polices or procedures. * Establish and review an accessibility plan. * Review e-safety policy and procedures. * Receive Health and safety audit, and monitor any action plans that come out of the audit. * Receive a regular report on accident statistics, near misses, incidents of violence or aggression and any RIDDOR incidents. * Consider any reports provided by inspectors of the enforcing authority under Health and Safety at work Act or any other relevant enforcement authority. * Comply with current fire safety legislation and regulations: ‘level one’ fire risk assessment should be carried out by the school on an annual basis; ‘level 2’ or technical fire risk assessment is reviewed bi-annually (Sandwell Specific). * Ensure risk assessments are carried out and reviewed on a regular basis. * Review and approve upcoming offsite activities, ensuring that health and safety planning and risk assessments have been undertaken for them. * Ensure Fire risk assessment is carried out and reviewed annually, any recommendations identified will be transferred to an actions plan which will be monitored by governors to ensure completion. * Ensure fire log book is maintained and updated. * Inspect the school site and buildings to enable maintenance and improvement, including security (site visit). The inspection to be documented and any actions monitored. * Ensure building related maintenance checks have been carried out at appropriate intervals and actions are monitored until completion. This will include but not limited to: * Electronic testing – PAT testing * Asbestos (where applicable) * Annual gas service * Glassing risk assessment * Ladder log * Playground equipment and gym inspection * Lifting equipment * Local exhaust ventilation (where applicable) * Legionella risk assessment and relevant checks * Ensure premise log book is being maintained and the premise manager and deputy have attended relevant health and safety training. * Governors need to be satisfied that contractors do not pose a health and safety risk whilst on the school premise and should therefore have a system in place to ensure contractors are managed whilst carrying out work on the school premise. The system should identify relevant health and safety information required prior to a contractor coming on site and the process to be followed whilst on site. There should be a procedure for commissioning contractors. * Consideration should be given to any health, safety and welfare implications posed by new equipment or circumstances. * Receive reports and audits from health and safety representatives (to include caretaking and cleaning), actions identified should be monitored to completion. * Health and safety self-monitoring return. * Monitor the health and safety training that staff and governors have undertaken and plan any future training required. * Monitor all safeguarding procedures. * Keep up to date on any changes in health and safety legislation that may have an impact for the school. * Review communications and publicity relating to health and safety in the school and where necessary recommend any improvements or changes, how information is communicated and made available within the school. * Receive minutes of school central safety committee   ***Any item referred by the Academy Committee*** | |
| **Membership** | |
| |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  |   ***Minimum of three members required*** | |
| **Chair of Committee** |  |
| **Clerk** |  |

**Outcomes**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the governing board for: | |
| * Review/approve all policies relevant to the curriculum and roles of the committee   **Catholic Ethos**  i) To promote and support the Catholic ethos of the school/college through the spiritual and moral development of students.  ii) To monitor whole school/college activities in relation to the pastoral and spiritual life of the Academy.  iii) To implement policies and procedures in relation to spiritual and moral teaching  **Achievement:**   * Monitor and review information on school performance to include Raise Online & OFSTED data dashboard. * Monitor and review school targets * Monitor and review in year progress for all year groups and all groups of pupils * Compare school performance against national data * Reporting to parents according to statutory requirements * Monitor achievement for all groups of pupils (inc. pupil premium) * Monitor pupils work and carry out pupil conversations * Monitor school target setting systems and how this is reported to parents.   **Teaching & Learning:**   * Review data published by DfE ensuring the school is meeting standards * Ensure targeted support and action plans are in place for all teachers who are not at least good * Monitor and review quality of teaching across the school. * Monitor teaching for groups of pupils (inc. pupil premium) * Monitor intervention groups for all groups of pupils * Monitor homework arrangements   **Curriculum:**   * Ensuring the school is meeting national curriculum requirements and to review the Curriculum Policy Statement ensuring it meets pupils needs * Monitor and review the curriculum with a focus on basic skills * Monitor skills coverage of curriculum in all subjects * Parental engagement * Review and update SEF (Self Evaluation Form) * Monitor and review School Improvement Plan * Monitor how school are developing pupils’ spiritual, moral, social and cultural development   **Behaviour & attendance:**   * Review behaviour and attendance polices. * Review and monitor school behaviour. * Review and monitor attendance data against school and national targets.   ***Any item referred by the full governing board*** | |
| **Membership** | |
| |  |  | | --- | --- | |  |  | |  |  | |  |  |   ***Minimum of three members required for quorum*** | |
| **Chair of committee** |  |
| **Clerk** | Cath Evans |

**Head Teacher Committee – to focus on request from boards to improve teaching and learning.**

**Membership:**  Jenni Downes, Carmel Hinton, Danny Doyle and Krys Bickley.

**Admissions Committee**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the governing board to: | |
| * Determine offers of places for the annual admissions round in the light of the Academy admissions policy * Determine offers of places to ‘mid-term’ applicants in the light of the Academy admissions policy * Review the admissions rules and make any recommendations for change to the whole Academy Committee * Ensure publication of the school’s admissions arrangements in the school prospectus   *Taken from Schools Admissions Code – statutory guidance 2014:*  *‘Admission authorities* ***must*** *allocate places on the basis of their determined admission arrangements only, and a decision to offer or refuse admission* ***must not*** *be made by one individual in an admission authority. Where the school is its own admission authority the whole governing body, or an admissions committee established by the governing body,* ***must*** *make such decisions’.* | |
| **Membership** | |
|  | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** |  |

**Staffing Committee**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the Academy Committee for hearing: | |
| * Staff grievance and discipline (in line with school policies). * Staff dismissal, redundancy and redeployment. | |
| **Membership** | |
| * To be made up of members who have no awareness of the original incident and are not known personally to the member of staff   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** |  |

**Pupil Discipline & Complaints Committee**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the Academy Committee to: | |
| * Review the use of exclusions within school, including exclusions of more than 15 school days and exclusions which would result in a pupil missing the opportunity to take a public exam. * Receive and consider any representations lodged by parents of pupils who have been excluded for a fixed term or permanently. * Comply with exclusion procedures in accordance with the LA & DfE Guidance. * At the relevant stage hear any complaint made under the school Complaints Procedure.   ***Any item referred by the full governing board*** | |
| **Membership** | |
| * To be made up of members who have no awareness of the original incident and are not known personally to the appellant parents, pupils and complainant.   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** |  |

**Appeals Committee**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the governing board for hearing appeals with regard to: | |
| * Pay * Redundancy * Staff grievance * Leave of absence – if appropriate * Staff dismissal * Any Item referred by the full governing board   ***When dealing with an appeal the committee should be equal to or greater than the original committee that made the decision.*** | |
| **Membership** | |
| * To be made up of members who have no awareness of the original incident and are not known personally to the appellant   ***Minimum of three members required*** | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** |  |

**Pay Committee**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the governing board: | |
| i) To operate to the Pay Policy  ii) To carry out an annual review of all staff salaries and to determine any matter within the discretion of the Board of Directors relating to pay, salaries or wages of staff employed at the school (e.g. upper pay spine progression, TLR’s, Leadership spine progression, etc.). The Committee will receive the report and recommendation of the Appointed Directors on the Principal’s pay review, regarding requests, etc.  ***Committee to meet once per year in the autumn term.*** | |
| **Membership** | |
|  | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** |  |

**Head Teacher Appraisal**

|  |  |
| --- | --- |
| The committee has responsibility delegated by the Academy Committee for: | |
| * Set and review the Head Teacher’s appraisal targets, review annually and recommend pay progression to the Staffing and Finance committee.   ***Committee to meet once per year in the autumn term and also again during the annual cycle to review objectives.*** | |
| **Membership** | |
|  | |
| **Chair of Committee** | To be elected at each meeting |
| **Clerk** |  |

**1.5.7**

**Directors’ Appeals Committee**

|  |
| --- |
| Membership |
| The Chairperson of the Board of Directors and 2 Directors    Plus 2 reserves  All of whom have not been involved or have knowledge or an interest in the appeal being heard or the original proceedings, who must be named by the Board of Directors. |
| Chair and Vice Chair |
| The Chairperson of the Board of Directors |
| Reporting |
| i) A written record of the proceedings to be maintained.  ii) Report on proceedings and decision to the next Board of Directors meeting.  Note: The confidentiality of the persons concerned to be strictly maintained at all times. |
| Frequency |
| As necessary |
| Convening and Agenda |
| Chairperson of the Board of Directors in consultation with the Principal Directors |

|  |
| --- |
| Quorum |
| Three |

|  |
| --- |
| Terms of Reference |
| To hear and mediate on appeals, in accordance with the DES model Grievance  and Disciplinary Procedures arising from: - Head Teacher dismissal. |

**1.7 Membership of the Board of Directors and Committees**

|  |  |
| --- | --- |
| **Foundation Director**  Joyce Gardner (Chair)  Finula Foley  Terri Steele (OLSH)  Mary O'Brien (Vice-Chair)  Carol Cullen (Safeguarding Director)  Ian Bickley  Bernard King (awaiting application/approval)  VACANCY – (poss R Jones moving from parent) | 23rd April 2023  11th April 2023  5th September 2021  23rd April 2023  1st June 2020  19th September 2020 |
| **Parent Director**  Roderick Jones  VACANCY | 25th June 2019 |
| **Staff Director**  Michelle Crawford  Chris Hancox | 17th April 2022  1st November 2019 |
| **Principal Director**  VACANCY  VACANCY |  |

**Observers:**

**Daniel Doyle, Co-Head, Our Lady & St Hubert**

|  |  |
| --- | --- |
| **Provisions/Audit** | Joyce Gardner  Carol Cullen  Ian Bickley |
| **Outcomes and Mission** | Finula Foley  Mary O’Brien  Krystyna Bickley  Rod Jones  Chris Hancox |

**1.8 Delegation of Powers to Individuals**

**Disposal of surplus stock/assets**

£0 - £500 delegated to Principal reporting to Resources Committee.

£501 - £20,000 authorisation from chairman Board of Directors

**Approval for Expenditure**

The Chair of Directors or Chair of Provisions Committee give emergency approval for expenditure above the set limit prior to the Resource Committee meeting – only in cases of an emergency

**Appointment of Staff-**minimum representation for appointment panels

Head Teacher, Deputy Head Teacher 3 Foundation Directors

1 Academy Representative

1 Diocese Representative