



The Governing Board Committee Structure and Terms of Reference

An individual committee will be responsible for the functions that have been delegated to it by the full Board of Trustees. Each Committee will operate under its Terms of Reference given by the Board of Trustees and in compliance with existing legislation, including the relevant Education Acts.

The Board of Trustees will review the establishment, Terms of Reference, constitution and membership of any Committee at least once per year (normally at the first ordinary meeting of the Full Board of Trustees in the first school term).

Each Committee must have a Chair and should have a Vice-Chair who will be appointed from among the Committee members (by election) to serve a term of one year, or for so long as a Committee exists. Any Sub-Committee formed must have a Chair who will be appointed by the Board of Trustees to serve a term of one year or for so long as a sub-committee project takes.

The Board of Trustees retain the right to remove a Committee Chair (or Vice-Chair) or a Sub-Committee Chair at a Full Board of Trustees meeting.

Any Trustee can be requested to or can attend a Sub-Committee meeting to ensure meetings are quorate.

All Board appointed Committee meetings must be clerked, usually by the Governance Professional, and in line with the Articles of Association. Confidential minutes relating to individual staff matters, or staff pay matters will not be shared with staff Trustees.

In the event of a tied vote the Chair of the Committee will have the casting vote.

Committee Membership: A minimum of five members.

Quorum: A minimum of three Trustees shall form a quorum.

Frequency of Meetings: The Committees shall meet at least three times per academic year (once per term), or more frequently if required to discharge the responsibilities of the Committee.

Attendees: The Headteacher will attend all Committee meetings, but shall not have voting rights as a Trustee at the Finance, Premises and Audit Committee. Members of staff responsible for specific areas may be asked to attend meetings to discuss with, report to or advise the Committee on issues pertinent to their roles but adopt no voting rights.



Curriculum and Personnel Committee

Cllr Mrs Sue Woolley – Chair

Terms of Reference

- To consider, and advise the Trust Board on standards and other matters relating to the School's curriculum, including statutory requirements and the School's annual Curriculum Review
- To consider curricular and staffing issues and to make recommendations to the relevant committees or the Trust Board
- To receive regular reports following the School's internal reviews of academic departments and ensure the implementation of School improvement monitoring procedures and effective utilisation of data
- To oversee and maintain the effective deployment of Link Trustees to key areas of provision (e.g. SEND) as part of the Trust's full Link Trustee Programme, ensuring that Trustees take a close and informed interest in their areas and report to the Committee as required by the Chair
- To approve proposals for significant changes to the staffing structure and be informed, as is necessary, of other changes
- To oversee those aspects of the School Development Plan that relate to the work of the Curriculum and Personnel Committee
- To oversee the Digital Strategy
- To approve policies according to the Schedule of Policies
- To assist the Headteacher, as required, in the appointment of members of the teaching and non-teaching staff
- To keep under review staff morale, working conditions and well-being, including the monitoring of absence
- To review at each meeting those elements of the School's Risk Register which have been allocated to this Committee (or to the Full Trust Board) and to amend the factors if necessary. Risks may be removed if no longer regarded as necessary elements of the Risk Register and new Risks may be added.



Finance, Premises and Audit Committee

Mr Robert Parker - Chair

The Chair of Trustees shall not be the Chair of the Finance, Premises and Audit Committee.

Terms of Reference

- To oversee the preparation of the annual School Budget Plan and ensure that it is consistent with the School Development Plan priorities agreed by the Full Trust Board
- To oversee the five-year strategic planning of the School's finances
- To ensure accurate accounts are kept
- To receive monthly financial reports in accordance with the Financial Efficiency and Sustainability Strategy
- To review the annual budget and recommend it for approval by the Full Trust Board
- To recommend the Reserves Policy to the Full Trust Board and monitor compliance with the Policy
- To receive timely reports from the Responsible Officer
- To review internal audit reports produced by the auditors on behalf of the responsible officer and to confirm implementation of appropriate recommendations
- To receive at each meeting, financial reports prepared by the School's finance team
- To critically analyse the draft Annual Report and Accounts
- Agree internal control recommendations by the auditors to the Academy Trust
- To monitor any Financial Management and Governance returns which may be required periodically
- To monitor expenditure and ensure corrective action is taken when necessary
- To evaluate spending to ensure value for money in raising standards of education
- To monitor income and expenditure of all public funds according to an agreed timescale
- To ensure key financial decisions are properly recorded
- To ensure recommendations arising from School audits are properly implemented
- To ensure the Finance Team is adequately resourced with sufficient training and experience to manage Bourne Grammar School finances
- To ensure Bourne Grammar School operates within a robust control environment
- To establish procedures for trustees to claim expenses



- To ensure a record is kept of the pecuniary and business interests of trustees and staff
- To oversee decisions in respect of service agreements and contracts
- To make recommendations to the Full Trust Board on matters relating to finance and premises
- To oversee those aspects of the School Development Plan that relate to the work of the Finance and Premises Committee
- To approve policies according to the Schedule of Policies
- To assist the Headteacher, as required, in the appointment of members of the teaching and non-teaching staff
- To prepare, implement and monitor an Asset Management Plan taking a 10-year view of the School's estate.
- To advise and report to the Trust Board on H&S (delegated responsibility)
- To annually review the Finance Policy
- To review at each meeting those elements of the School's Risk Register which have been allocated to this Committee (or to the Full Trust Board) and to amend the factors if necessary. Risks may be removed if no longer regarded as necessary elements of the Risk Register and new Risks may be added.



Pastoral and Community Committee

Mr Geoff Greatwood – Chair

Terms of Reference

- To oversee the personal development and well-being of students, including ‘looked after’ children, and to consider relevant matters related to their social well-being.
- To evaluate the School’s plans, policies and procedures relating to the personal development and well-being of students, and to make recommendations to the Full Trust Board
- To ensure that policies and procedures are in place to reduce barriers to learning and improve behaviour, attendance, and punctuality
- To ensure policies are in place to promote the spiritual, moral, social, and cultural development of students
- To ensure that the School offers equality of opportunity to all students regardless of gender, disability, ethnicity, religion, background, sexual orientation or special educational needs
- To ensure that all requirements relating to Safeguarding and Child Protection are met, and that any identified issues are addressed
- To have an oversight of the utilisation of Pupil Premium
- To monitor provision of information to parents, staff and students on matters relating to pastoral issues
- To monitor provision of information to parents and the wider community on matters relating to the environment, security, health and safety and use of community and school facilities as necessary
- To ensure the School fosters and supports appropriate and sustainable links with feeder primary schools and other schools within the wider locality, and with local businesses
- To oversee those aspects of the School Development Plan that relate to the work of the Pastoral and Community Committee
- To approve policies according to the Schedule of Policies
- To assist the Headteacher, as required, in the appointment of members of the teaching and non-teaching staff
- To review at each meeting those elements of the School’s Risk Register which have been allocated to this Committee (or to the Full Trust Board) and to amend the factors if necessary. Risks may be removed if no longer regarded as necessary elements of the Risk Register and new Risks may be added.