

# **St John Bosco Catholic Academy**



## **Committee Structure**

Approved by BoD: July 2016

Policy Review Date : As appropriate

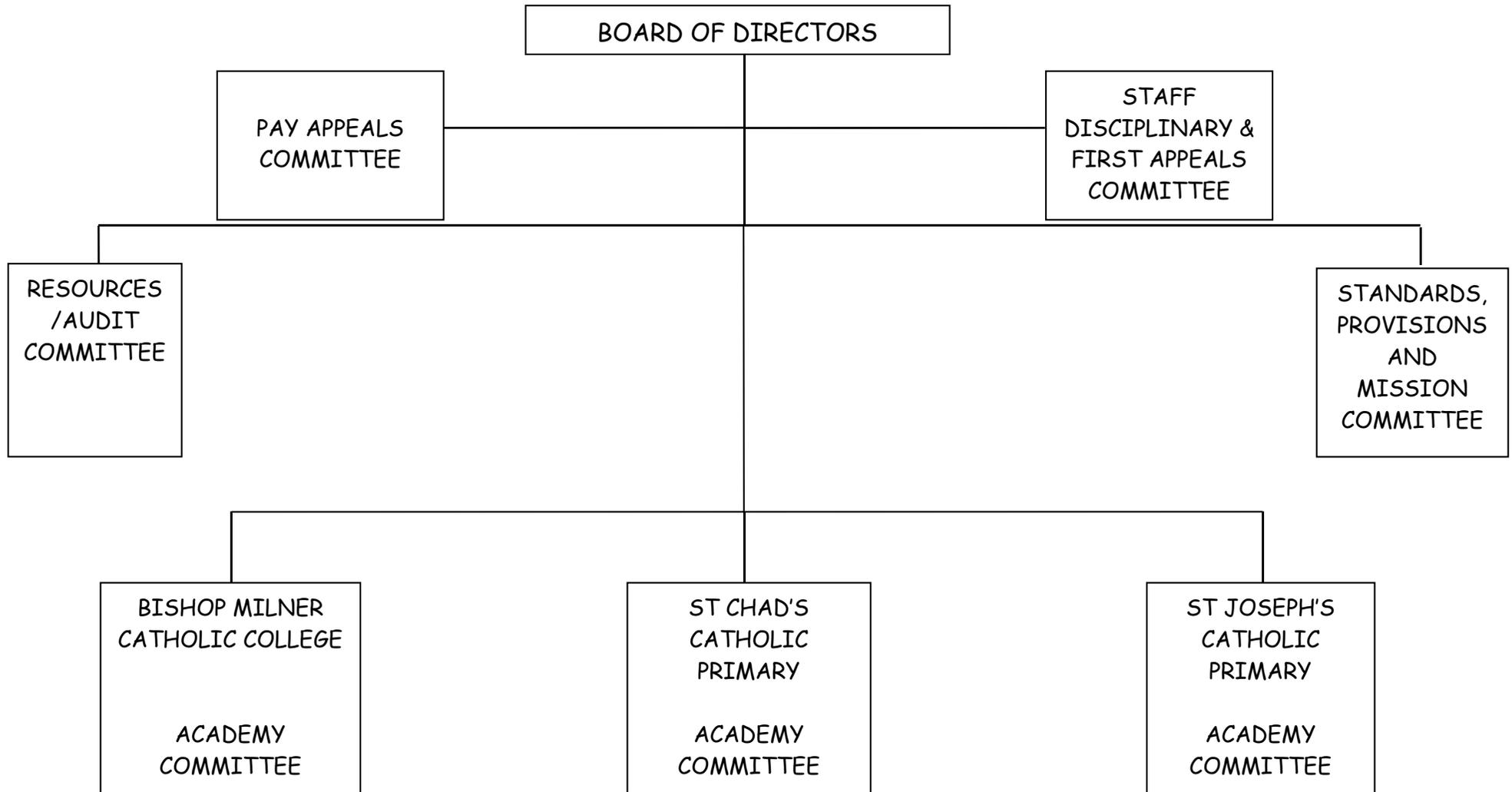
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This document supplements but does not supersede the duties of Directors and Representatives in line with the DFE Funding Agreement, Companies Act 2006, Academies Financial Handbook 2013 and Academy Schools; guidance on their regulation as charities.

**ST JOHN BOSCO CATHOLIC ACADEMY**  
**COMMITTEE STRUCTURE CHART**



## 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.

### **1.3 Board of Directors - Terms of Reference**

- 1.3.1 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.
- 1.3.2 The Directors shall hold at least three meetings in every school year.
- 1.3.3 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.
- 1.3.4 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.
- 1.3.5 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.

- 1.3.6 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.
- 1.3.7 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,
- 1.3.8 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.

1.3.9 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.

1.3.10 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.

1.3.11 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.

1.3.12 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.

1.3.13 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 Trust.

## **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.



- iii) To consider the financial implications relative to school improvement plans and priorities.
- iv) To determine lettings policy and charges.
- v) To receive and approve audited school fund accounts for presentation to the Board of Directors. To appoint annually the auditor for School Funds.
- 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.
- xii) To review appropriate benchmarking data, budget projections, medium/long term financial plans to ensure the academies budgets are realistic and sustainable.

#### **Personnel**

- i) To have knowledge of the number of staff, both teaching and non-teaching and levels of salaries, allowances and enhancements and pay progression within the context of the Academy Improvement Plan.
- ii) 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.
- iii) To agree annually the arrangements for the appointment of temporary staff.

#### Sub-Groups to undertake

- i) The Annual Pay Review.
- ii) Staff Disciplinary, First Appeal and Grievance procedures as required (see P15)
- iii) Short listing and interviews in respect of staff (except for the posts of Head and Deputy Head and those delegated to the Principal).
- iv) The Principals' Annual Performance Review. (see P18)

#### **Pay**

- i) To draw up a pay policy for recommendation to the Board of Directors and thereafter to review the policy.
- ii) To draw up a pay policy for recommendation to the Board of Directors
- iii) 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.

### **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/college 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 be responsible for the effective use of Academy resources.
- ii) 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**

To agree:

Model Pay and Appraisal

Charging and Remission

Reserves

Depreciation

Scheme of Delegation

Letting

Virement

Antifraud

Capitalisation

Financial Procedures

Health and Safety

Risk Assessments

Access Plan

Emergency and Disaster Recovery Plan

Data Protection inc. Freedom of Information

Information Security

### **Audit Committee**

1. To advise the Academy on the adequacy and effectiveness of the school/college systems of internal control and its arrangements for risk

management, control and governance processes, and securing economy, efficiency and effectiveness (value for money);

2. To advise the Academy on the appointment, reappointment, dismissal and remuneration of the financial statements auditor and the internal audit service;
3. To advise the Academy on the scope and objectives of the work of the IAS, the external auditor;
4. 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;
5. To consider and advise the Academy on the audit strategy and annual internal audit plans for the IAS;
6. 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;
7. 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;
8. 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;
9. To establish, in conjunction with school/college 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;
10. 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;
11. To ensure that all allegations of fraud and irregularity are properly followed up;
12. To be informed of all additional services undertaken by the IAS and the external auditors;
13. To recommend the annual financial statements to the Board of Directors for approval.

## 1.5.2

### Standards, Provision and Mission Committee

<b>Membership</b>
6 Foundation Directors 1 Principal Director 1 Parent Director 1 Staff Directors
Observer: _____ Co-opt: _____
<b>Chair and Vice Chair</b>
To be elected by the Committee from its membership annually.
<b>Reporting</b>
i) Minutes to be published ii) Report on activities and decision to the next Board of Directors meeting.
<b>Frequency</b>
To meet at least termly.
<b>Convening and Agenda</b>
Chairperson in consultation with the Principal Directors.
<b>Quorum</b>
Five - majority FD
<b>Terms of Reference</b>
<b>Catholic Ethos</b> i) To promote and support the Catholic ethos of the Academy through the spiritual and moral development of students. ii) To monitor whole school activities in relation to the pastoral and spiritual life of the Academy. iii) To liaise with the Religious Education Department and Senior Staff having pastoral responsibility. iv) To approve policies and procedures in relation to spiritual and moral teaching
<b>Admissions</b> i) To annually review Admission Criteria and make recommendations to the Board of Directors. ii) To annually review September intake numbers and make recommendations to the Board of Directors.

- iii) To be responsible for implementing the individual school/college Admissions Policy.

#### **Strategic Direction**

- i) To review annually the Academy Improvement Plan
- ii) To consider and plan the strategic direction of the schools within the Academy in support of the Principals.

#### **Monitoring and Evaluation**

- i) To monitor individual school/college progress during an academic year.
- ii) To oversee the monitoring processes undertaken and the use of data to informing strategic planning.
- iii) To approve policies and procedures in relation to monitoring and evaluation.
- iv) To consider the effectiveness of Pupil Premium in each school/college and as an Academy.
- v) To benchmark school/college performance in line with local and national performance.
- vi) Monitor and review school/college attendance and behaviour policies and strategies.

#### **Succession Planning**

- i) To give consideration to ever changing models relating to education.
- ii) To support staff in their pursuit of Leadership opportunities. Whilst giving special attention to the needs of Catholic education in respect of succession planning.
- iii) To actively work towards the future growth and development of Catholic Education across the Diocese.

#### **Accountability**

- i) Explore and review stakeholder feedback

#### **Policies**

To agree/have a knowledge of:

Academy Improvement Plan  
School/College Self Evaluation  
School/College Improvement Plan  
Admissions Policy  
Monitoring Student Progress and Intervention Policy  
Pupil Premium Policy and reporting  
Attendance Policy  
Behaviour Policy  
Sex Education Policy

**Curriculum**

- i) To monitor the implementation of the Curriculum, DES, LA, and Directors' Curriculum Policy to meet the needs of all students.
- ii) To promote and support curriculum initiatives, within limitations set by the Resources Committee.
- iii) To oversee the School Improvement Plan.

**Teaching and Learning**

- i) To monitor the quality of teaching and learning to ensure it meets the needs of the stakeholders.
- ii) To promote and support initiatives to support teaching and learning within the school.

**Standards**

- i) Review of professional standards
- ii) Monitoring the Single Central Record
- iii) To regularly review child safeguarding procedures.

**Stakeholders**

- i) To review services provided to all stakeholders.
- ii) To develop links with stakeholders in support of the school/college community.

**Policies**

To agree:

Foundation Policy

Curriculum Policy

Home School Agreement

Teaching and Learning Policy

Marking Policy

Code of Professional Ethics

Additional Educational Needs Policy

Equality Policy

Looked After Children and Child Protection Policies

### 1.5.3

#### Academy Committee

<b>Membership</b>
7 Foundation Representatives 2 Staff Representatives 2 Parent Representatives 1 Principal
<b>Chair and Vice Chair</b>
To be elected by the committee from its membership annually.
<b>Reporting</b>
i) Minutes to be published ii) Report on activities and decision to the next Board of Directors meeting
<b>Frequency</b>
To meet at least termly.
<b>Convening and Agenda</b>
Chairperson in consultation with the Principal Directors.
<b>Quorum</b>
One half (rounded up to a whole) of total number of Academy Representatives holding office at the date of the meeting.
<b>Terms of Reference</b>
<b>Catholic Ethos</b> 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
<b>Admissions</b> i) To annually review and make recommendations to the Mission and Strategy Committee. ii) To annually review September intake numbers and make recommendations to the Mission and Strategy Committee. iii) To be responsible for implementing the individual school/college Admissions Policy.
<b>Strategic Direction</b> i) To review annually the school/college Improvement Plan

- ii) To consider and plan the strategic direction of the school/college within the improvement framework set by the Academy.

### **Monitoring and Evaluation**

- i) To monitor individual school/college progress during an academic year.
- ii) To oversee the monitoring processes undertaken and the use of data to informing strategic planning.
- iii) To review policies and procedures in relation to monitoring and evaluation.
- iv) To consider the effectiveness of Pupil Premium the school/college.
- v) To benchmark school/college performance in line with local and national performance.
- vi) Monitor and review school/college attendance and behaviour policies and strategies.

### **Curriculum**

- i) To monitor the implementation of the Curriculum, DES, LA, and Directors' Curriculum Policy to meet the needs of all students.
- ii) To promote and support curriculum initiatives, within limitations set by the Resources Committee.
- iii) To oversee the Academy Improvement Plan.

### **Teaching and Learning**

- i) To monitor the quality of teaching and learning to ensure it meets the needs of the stakeholders.
- ii) To promote and support initiatives to support teaching and learning within the academy.

### **Standards**

- i) Review of professional standards
- ii) Monitoring the Single Central Record
- iii) To regularly review child safeguarding procedures.

### **Stakeholders**

- i) To review services provided to all stakeholders.
- ii) To develop links with stakeholders in support of the academy i.e. the individual school/college communities.

### **Finance**

- i) To give consideration to decisions taken at committee/board level and the impact on the academies financial position.
- ii) To prepare virements within agreed budgets and authorise any budgetary adjustments made within set limits.
- 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.

#### **Personnel**

- i) To determine, under the financial limits set by the Resources Committee, the number of staff, both teaching and non-teaching and levels of salaries, allowances and enhancements and pay progression.
- ii) To undertake Annual Pay Review of all teaching and non-teaching staff
- iii) 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.
- iv) To agree annually the arrangements for the appointment of temporary staff.

#### **Pay**

- 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/college (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.

#### **Health and Safety/Premises**

- i) To be responsible for the Maintenance, Development and Letting of the academies buildings and grounds.
- ii) To prepare 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.
- iv) To ensure that site inspections are routinely carried out.
- v) Ensure all buildings and contents are appropriately insured.

#### **Resources**

- i) To be responsible for the effective use of academy resources as pertinent to each school/college.

- ii) 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.

#### 1.5.4

### Pay Appeals Committee

<b>Membership</b>
3 Foundation Directors  2 reserves who must be named by the Board of Directors.
<b>Chair and Vice Chair</b>
To be elected by the Board of Directors annually.
<b>Reporting</b>
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 staff concerned to be strictly maintained at all times.
<b>Frequency</b>
As necessary
<b>Convening and Agenda</b>
Chairperson in consultation with the Principal Directors
<b>Quorum</b>
Three
<b>Terms of Reference</b>
To consider any appeal arising from the decision of the Pay Committee.

### 1.5.5

#### Student Discipline and Grievance Committee

<b>Membership</b>
Three Directors  Plus 2 reserves who must be named by the Board of Directors
<b>Chair and Vice Chair</b>
To be elected by the Board of Directors annually.
<b>Reporting</b>
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 students concerned to be strictly maintained at all times.
<b>Frequency</b>
As necessary
<b>Convening and Agenda</b>
Chairperson in consultation with the Principal.
<b>Quorum</b>
Three  Note: The Chairperson to ensure that three directors are in attendance at each hearing.
<b>Terms of Reference</b>
i) To implement the School/College Behaviour Policy. ii) To conduct disciplinary proceedings in respect of students in accordance with DES guidelines. iii) To hear grievances involving students in accordance with DES guidelines.

## 1.5.6

### First Appeals and Discipline (Capability) Committee (Staff)

<b>Membership</b>
3 Directors Plus 2 reserves who must be named by the Board of Directors
<b>Chair and Vice Chair</b>
To be elected by the Board of Directors annually
<b>Reporting</b>
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 staff concerned to be strictly maintained at all times.
<b>Frequency</b>
As necessary
<b>Convening and Agenda</b>
Chairperson in consultation with the Principal Directors
<b>Quorum</b>
Three
<b>Terms of Reference</b>
To adhere to the policies adopted by the Academy in relation to capability and discipline.

## 1.5.7

### Directors' Appeals Committee

<b>Membership</b>
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.
<b>Chair and Vice Chair</b>
The Chairperson of the Board of Directors
<b>Reporting</b>
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.
<b>Frequency</b>
As necessary
<b>Convening and Agenda</b>
Chairperson of the Board of Directors in consultation with the Principal Directors
<b>Quorum</b>
Three
<b>Terms of Reference</b>
To hear and mediate on all appeals, in accordance with the DES model Grievance and Disciplinary Procedures arising from: - a) Staff dismissal. b) Staff disciplinary and grievance proceedings. c) Staff pay disputes.

### 1.5.8

#### Appointed Directors

<b>Membership</b>
3 Directors, 2 of whom shall be Foundation Directors
<b>Chair and Vice Chair</b>
To be elected by the Board of Directors annually
<b>Reporting</b>
i) A written record of the proceedings to be maintained. ii) Report on proceedings and decision to the next Board of Directors meeting.
<b>Frequency</b>
Annually
<b>Convening and Agenda</b>
Chairperson in consultation with the Principal Directors
<b>Quorum</b>
Three  Note: The Chairperson to ensure that three Directors are in attendance at each hearing
<b>Terms of Reference</b>
To undertake the Principal's Annual Review

### 1.5.9 Review Officer

Review Officer (normally the Chair of Directors) to be appointed to hear any appeal by the Principal regarding Performance Review

## 1.6 Directors Delegation to the Principals

### Financial

- i) To prepare a budget to be approved by the Board of Directors.
- ii) To administer the budget and report action taken to the next appropriate Directors' Resource Committee meeting.
- iii) To vire monies up to £50,000 (secondary) £20,000 (primary), providing the decision does not lead to the involuntary movement of existing staff.
- iv) To review and recommend to the Board of Directors an annual policy on charging for school activities.
- v) To review and recommend an annual policy on lettings of the school building and grounds.
- vi) To authorise spending on individual items up to a maximum of £50,000 (secondary) £10,000 (primary). Items over this amount to be reported to the Directors' Resource Committee for approval.
- vii) To monitor spending against projections on a monthly basis.
- ix) To manage the budget on a day-to-day basis.

### Other

- i) To manage the Admission of students
- ii) To co-ordinate the School Improvement Plan
- iii) To approve leave of absence after consultation with the chairman of Directors.
- iv) To approve trips and visits. Where residential trips are envisaged, the Board of Directors to give its approval subject to the suitability of centres being used for the first time and to ensure that appropriate arrangements for Mass on Sundays and Holydays of Obligation are made.

Note: These delegations are additional to the professional duties of the Principal as defined in the Job Description for the post and will be reviewed annually by the Board of Directors.

## 1.7 Membership of the Board of Directors and Committees

<b>Foundation Director</b>	Mr A Bant Mrs T Causer Mr P Hancox Mrs K Palk Mrs G Rennicks Mrs M Ward Mr N Ford Mrs D Howell
<b>Parent Director</b>	Mr M Smith Mr J Joseph
<b>Staff Director</b>	Mrs S Chapman Miss M Moody
<b>Principal Director</b>	Mr S Haywood Mrs S Mason

<b>Resources/Audit</b>	
<b>Standards, Provision and Mission</b>	
<b>Student Discipline Grievance</b>	Until further notice shall be heard as part of Standards and Provision Committee
<b>First Appeals and Discipline</b>	Committee to be convened at time of requirement
<b>Directors Appeals Committee</b>	Committee to be convened at time of requirement
<b>Pay Committee</b>	Committee to be convened at time of requirement
<b>Pay Appeals Committee</b>	Committee to be convened at time of requirement

## 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

### Write off of stock items/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 Resource 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

Support Staff	Principal 1 SLT
Teaching Staff	Principal 1 SLT 1 Foundation Director Representative
Head of RE, School Chaplain	Principal 1 Foundation Director Representative 1 Foundation Director
Senior Leadership Team	Principal 2 Foundation Director Representatives
Principal, Vice-Principal	3 Foundation Directors 1 Foundation Director Representative 1 DES Representative