These terms of reference should be read in conjunction with the statutory instrument for schools (DfE Governance Handbook (March 2019)) and the Cotswold Beacon Academy Trust terms of reference for School Development Boards

General

- The committee structure will be reviewed each year at the first full meeting of the School Development Board. The membership and terms of reference of any sub-committee are determined by the School Development Board from time to time and will be reviewed annually.

- Membership will normally be at least five governors. The Chair of Governors and the Headteacher can attend any committee meeting. At least one member of the Senior Lead Team will be an advisor to each committee.

- The quorum shall be any 3 Governors, or, where greater, any 1/3 of voting members.

- Responsibilities for each committee are listed below. Committees may take decisions within these areas.

- Each committee will have a Chair agreed at the first School Development Board meeting of the school year.

- Meetings of main committees will be held at least 3 times a year and sub-committee meetings will be held when required. A week's notice of date and agenda should be given. Wherever possible, dates will be set for the whole school year.

- Minutes should record members present, all actions taken and decisions made. Minutes approved by the chair of the committee should be circulated to all governors before the School Development Board meeting. Decisions then become decisions of the School Development Board (though they may be altered by the School Development Board in some circumstances).

- Committee Chairs will ensure that the policies for which their committee is responsible are reviewed as required and that health and safety issues are kept under regular review.

- A Committee may delegate urgent decisions to its Chair.

- 'Health & Safety – Any Recent Incidents' will be a standing item on all Agendas.

Terms of Reference for the School Development Board 2020-2021

A detailed Scheme of Delegation and Terms of reference for School Development Boards in Cotswold Beacon Academy Trust (CBAT) can be found on the CBAT website (https://www.cbat.academy/). The main areas of responsibility are:

- Reporting to the Trust Board on the overall performance of the academy

- Work with HT and Executive Team, to plan the academy budget to meet the priorities of the academy improvement plan

- Review reports from the HT comparing income and expenditure with budget, highlighting any areas of deviation or concern and agreeing strategies to mitigate these

- Monitoring and reporting of educational outcomes in the academy

- Appointment of staff working at the academy in accordance with Trust policies

- Monitoring all aspects of safeguarding, SEND, equality and student welfare ▯ Monitoring and managing all aspects of risk in relation to the academy in collaboration with the HT and FD

- Dealing with the regulatory requirements of admissions and exclusions

- Carrying out other delegated functions as laid out in the Scheme of Delegation (Appendix 2), or defined in the Trust's policies

- Liaising with the Trust Board, CEO and FD on all aspects of policy setting and application as they may respectively require

- Arranging election of elected members of the SDB in accordance with the Articles of Association

Specific areas of work include:
Academic/Standards:
- Achievement of students including students with SEND, PP and other different groups of learners
- Curriculum Intent, Implementation and Impact
- Assessment and reporting to parents
- Target setting – Student & School
- Attendance monitoring
- Behaviour management (and exclusions) - policy and monitoring
- Pupil Premium – policy and outcomes

Pastoral & Related:
- Pastoral care
- Safeguarding & E-Safety
- Home School agreement
- Uniform/Dress Code
- Careers Education Information Advice and Guidance inc. UCAS & University Progression
- Student Leadership
- School trips (variety, access and timings through the year)
- Timing of the school day
- Parent Engagement
- Student Voice

Community:
- Health and Safety relating to Premises & Property (including policy)
- IT
- Data Protection
- Policies (other than those created by CBAT)
- School Transport
- Accessibility Plan
- Cleaning/Management of the Grounds
- Minor building works including repairs and maintenance

- Teaching School

Finances:
- Work with CBAT to submit the planned budget for Trustee approval
- Review reports on income and expenditure
- Submit to the Trust any proposed write-offs and disposals of surplus stock and equipment.
- Review matters relating to security of academy assets
- Respond to any requirements of Internal Assurance reports
- Insurance arrangements that sit outside of the Risk Protection Arrangement (RPA)
- Observe proper levels of delegation and protocols

Facilities:
- Capital Projects
- Catering Contract
- Lettings
- Website Development
- Communication and Marketing Strategy
- School Prospectus

Staffing:
- Staffing structure
- Overview of the management of all staff including staff health, safety and welfare
- Overview of appointments of all staff
- Overview of Professional Development for staff
- Overview of Performance Appraisal of all staff
- Assigned policies

Terms of Reference for the Admissions Committee 2020-2021
All aspects of school life relating to admissions:
- Admissions Policy
- Testing arrangements
- In-year admissions decisions
- School and 6th Form admissions

Sub Committee – Pay and Conditions
- Annual performance pay review of staff within grade boundaries.

Sub Committee – Headteacher Performance Group
- This committee meets with an external reviewer to review the performance of the Headteacher

Sub Committee – Major Capital Projects
- Aspects related to Build project – See page 4

Major Project Committee

The Major Project Committee comprises:

- ➤ Headteacher
- ➤ Governor / Trustee
- ➤ Business Manager

- Three members of the Major Project Committee will make up a quorum
- The clerk of the Committee will be elected by the Committee (who will maintain a record of the proceedings of the Committee)
- The Committee will meet as often as is necessary to fulfil its responsibilities
- The Committee will disband following completion of a project unless extended by agreement of the School Development Board.

Regarding building projects, the Major Project Committee is authorised to:

- Be responsible for the CIF grants and to ensure that it is used only for the purposes intended
- Adhere to the terms of the grant as notified by the DfE
- Appoint an Employers Representative to assist the committee with the build process and monitor the building project to completion
- Consider the options available and follow accepted procedure in choosing the contractor, with a report to the School Development Board justifying the decision
- Ensure that when making decisions on variations to the main build contract, the committee seeks best value through comparative quotes, advice and estimates as appropriate
- The Business Manager is able to authorise contracts and orders up to the value of £5,000 in line with the Finance Handbook
- The Headteacher is able to authorise contracts and orders up to the value of £25,000 in line with the Finance Handbook
- The Committee is able to authorise contracts and orders over the value of £25,000 with consideration to best value and consideration of the advice of the appointed Employers Representative
- Work to maximise use of the grant available for the benefit of current and future staff and students of the school

The Major Project Committee will:

- Present a report to every School Development Board meeting for the duration of the project with regard to the design, layout, Health and Safety, site compound and impact on teaching and learning throughout the build process
- Present a report to every School Development Board meeting, with a copy to the Internal Auditor, for the duration of the project with regard to income and expenditure, and the budget of the Capital Project
- Maintain a log of decisions taken where the requirements of the Finance Handbook were suspended; stating the reasons why.
- Maintain, and report to the School Development Board, a project risk register.