



Nene
Education
Trust

NENE EDUCATION TRUST

**Scheme of
Delegation and
Terms of reference**

Staffing

Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To appoint an HR committee.</p> <p>To appoint an Appeals Committee as required (separate to the HR Committee)</p> <p>To define any overarching senior leadership/management structures across the Trust</p> <p>To review and authorise any staffing re-structures recommended on the grounds of efficiency savings.</p> <p>To consider and authorise a redundancy process.</p> <p>To adopt Trust-wide staff policies and procures</p> <p>To appoint, suspend and dismiss the CEO.</p> <p>To conduct the performance management review of the CEO</p> <p>To provide input as requested by the Central Services Team on the recruitment of Principals.</p> <p>To approve annual changes to Principals' pay, based on recommendations from the</p>	<p>To participate in the process to appoint the Principal as requested by the CEO (acting with the delegated authority of the Trustees)</p> <p>To contribute to the performance management of the Principal (usually Chair)</p> <p>To support the Principal in the development and review (from time to time) of an appropriate staffing structure for the Academy and for the appointment of Academy staff to ensure that the Academy is fully staffed</p> <p>To suspend and dismiss Academy staff where the Principal is acting as investigating officer or directly involved</p>	<p>To determine the senior leadership structure for each Academy (Principal and Vice Principals – with input from Principal)</p> <p>To advise the Directors on suitable Trust-wide policies and procedures and to ensure their effective implementation</p> <p>To monitor, review and advise on staffing changes across the Academy Trust</p> <p>CEO to conduct the performance management review of the Central Services Team (excluding the CEO)</p> <p>CEO to lead on the Performance Management of Principals</p> <p>To advise and support the recruitment of all senior non-teaching appointments and SLT appointments</p> <p>To monitor the implementation of the Trust's policies HR matters including the appointment, induction and performance management of staff, pay review process and</p>	<p>To determine staffing requirements and structures within each Academy and budget</p> <p>To implement all the Trust-wide HR policies and procedures in the Academy</p> <p>To appoint all teaching and non-teaching staff</p> <p>To suspend or dismiss teaching and non-teaching staff in consultation with the Chief Executive Officer and HR Director</p> <p>To lead, monitor, review and conduct the performance management of all staff in the Academy.</p> <p>To determine pay progressions and make annual pay recommendations for all staff to LGB</p> <p>To approve applications for early retirement, secondments and leave of absence with advice from HR</p> <p>To approve changes to staff hours and pay in accordance with Trust terms and conditions</p>

	<p>CEO with input from Chair of relevant Local Governing Body</p> <p>To approve annual changes to pay for the Central Services Team (based on recommendations from the CEO)</p> <p>To ensure the Trust's policies on all HR matters are implemented fairly and consistently across the Trust</p> <p>To suspend and dismiss Principals and the central team where the CEO is acting as investigating office or directly involved</p> <p>To approve annual changes to Academy staff pay, based on recommendations from the Principal</p>		<p>procedures for dealing with disciplinary matters, grievances and dismissal</p> <p>CEO to appoint, suspend and dismiss members of the Central Services Team</p> <p>CEO to appoint Principals.</p> <p>CEO to suspend and dismiss Principals. (if not directly involved)</p> <p>CEO and HR Director to authorise Settlement Agreements for all staff (with the exception of CEO and HR Director posts - Trustees)</p>	<p>of employment and Policies</p>
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Governance				
Members	Trustees	LGB Members	CEO & Central Services Team	Principals
<p>To review and amend the Articles of Association</p> <p>To change the name of the Academy Trust</p> <p>To receives an annual report from the Directors and the CEO on the Academy Trust's performance</p> <p>Guardians of constitution</p> <p>To Appoint members</p> <p>To Appoint Trustees</p>	<p>To review and amend:</p> <ul style="list-style-type: none"> the Governance Charter the Terms of Reference for the Trust Board the Constitution and Terms of Reference of their sub- committees the Constitution and Terms of Reference of the Local Governing Bodies (including Transition and Intervention Boards) the Terms of Reference for delegation to the Executive this Roles and Functions Overview. <p>To determine the Board's Reserved Matters</p> <p>To determine the educational character, mission and ethos of the Academy Trust</p> <p>To appoint a Trust Company Secretary, including to act as Clerk to the Trustees</p> <p>To review and amend the policies of the Academy Trust</p> <p>To ensure there is effective</p>	<p>To champion the trust vision and values in the academy and to ensure the spiritual wellbeing of the pupils</p> <p>To determine the educational and spiritual character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Academy Trust) in collaboration with the Headteacher</p> <p>To ensure that the school has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision</p> <p>To appoint (and remove) from its number: Chair, Vice-Chair and Local Governors with specific responsibilities for special educational needs, safeguarding and LAC, pupil premium, financial matters, H & S</p> <p>To appoint a Clerk to the Local Governing Bodies</p> <p>To review and amend the policies of the Academies (in line with any Academy Trust prescribed policy)</p> <p>To implement a means whereby the Academy can receive and react to pupil, parent and staff feedback</p>	<p>To attend meetings of the Directors and to provide a CEO's report</p> <p>To support the appointment process for the Company Secretary and the Clerk</p> <p>To secure professional advice on behalf of the Directors as may be requested</p> <p>To support the Directors and the Academies in the preparation of Trust- wide and Academy specific policy requirements</p>	<p>To implement the educational character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Academy Trust) as determined by the LGB</p> <p>To attend meetings of the LGB and to provide a Headteacher's report</p> <p>To support the appointment process for the Clerk</p> <p>To tailor Trust-wide policies to Academies as recommended by the Executive Team</p>

	communication between the Directors and the LGB Appointment of the CEO	To establish and maintain a relationship with members of the local community		
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Finance and audit

Members	Trustees	LGB Members	CEO & Central Services Team	Principals
<p>To appoint external auditors</p> <p>To approve and sign off end of year accounts</p>	<p>TB = Trust Board FC = Finance committee AC = Audit committee</p> <p>To appoint internal auditors (TB)</p> <p>To sign off annual accounts and report (TB)</p> <p>To approve the financial scheme of delegation (TB)</p> <p>To appoint a finance & audit committee (TB)</p> <p>To ensure adequate risk, financial and asset management systems are in place across the Academy (AC)</p> <p>To approve the annual budget for the Trust and approve any significant changes to that budget (AC & TB)</p> <p>To monitor income, expenditure, cash flow and balance sheet of the Academy Trust (FC)</p> <p>To establish a charging and remissions policy and to keep this under review (FC)</p> <p>To appoint an Accounting Officer (TB)</p> <p>To ensure proper financial</p>	<p>To appoint a Local Governor responsible for finance</p> <p>To scrutinize the budgets for its Academy for recommendation to the Trustees' Finance & Audit Committee</p> <p>To recommend the annual budget for the Academy</p> <p>To monitor the income, expenditure and cash flow of an Academy</p> <p>To ensure any significant variances from the budget are reported to the Board of Directors</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To maintain a register of business and personal interests</p> <p>To ensure provision of pupil premium to those pupils meeting the criteria</p>	<p>To prepare the annual budget for the Academy Trust</p> <p>To monitor the income, expenditure, cash flow and balance sheet of the Academy Trust</p> <p>To prepare monitoring reports for the Trustees (CEO) To act as the Accounting Officer</p> <p>To ensure proper financial controls are in place</p> <p>To maintain a register of relevant personal and business interests (of the Executive Team)</p> <p>To set up and approve staff expenses for the Executive Team</p> <p>To open bank accounts</p> <p>To ensure proper financial controls are in place at each Academy</p> <p>To prepare monitoring reports for the LGBs</p>	<p>With the Finance Director ensure the preparation of the annual budget for the Academy with the assistance of relevant staff</p> <p>To monitor the income, expenditure and cash flow reports of an Academy from the local finance staff</p> <p>To prepare monitoring reports for the LGBs</p> <p>To ensure proper financial controls are in place at the Academy</p> <p>To ensure provision of free school meals to those pupils meeting the criteria</p> <p>To set up and approve staff expenses at the Academy</p>

	controls are in place (AC) To maintain a register of relevant personal and business interests (TB) To consider any variances on delegated budget reported by the LGBs for approval (FC)			
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Contracts/Procurement/Purchasing/Financial Handbook (refer to appendix 1 below)*

Members	Trustees TB = Trust Board FC = Finance committee AC = Audit committee	LGB Members	CEO & Central Services Team	Principals
<p>To approve any service contracts for Trustees</p>	<p>To adopt a Trust-wide procurement policy (FC)</p> <p>To set the delegated levels of authority for contracts (TB)</p> <p>To approve contracts with a value above £50,000 (FC)</p> <p>To approve contracts which constitute related party transactions (FC)</p> <p>To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Academy Trust for the Academy (FC)</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To support the Trust Board in its monitoring and evaluation of the delivery of any central services and functions provided or procured by the Academy Trust for the Academy</p>	<p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To make payments within agreed financial limits</p> <p>To review opportunities for collaborative procurement</p> <p>Director of Finance to sign off Trust wide contracts (in line with the level of delegated authority as set out in the Academies Financial Handbook)</p> <p>To maintain and procure Best value at all times</p>	<p>To make payments within agreed financial limits</p> <p>To enter into contracts up to the limits of delegation and within an agreed budget</p> <p>To act as a signatory of an Academy specific bank account</p> <p>To agree numbers of signatories for signing payments (in line with the level of delegated authority as set out in the Academies Financial Handbook)</p>

Curriculum and standards				
Members	Trustees	LGB Members	CEO & Central Services Team	Principals
<p>To receive an annual report from the Directors and the CEO on standards</p>	<p>To appoint an education standards committee</p> <p>To determine a Trust- wide curriculum policy to ensure provision of a balanced and broadly based curriculum and to include:</p> <ul style="list-style-type: none"> ▫ a prohibition on political indoctrination and a balanced treatment of political issues; and ▫ a written policy on sex and relationship education <p>To determine a Trust- wide policy on religious education and collective acts of worship</p> <p>To receive a termly report from the Executive Team regarding standards to determine the Trust improvement plan</p>	<p>To approve the curriculum proposed by the Headteacher (to the extent that it is consistent with the Trust-wide policy)</p> <p>To ensure effective processes are in place for monitoring the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy</p> <p>To monitor the KPI figures reported from the Headteacher relating to standards</p> <p>To develop, monitor and approve the Academy Development Plan and ensure it complies with the trust Improvement Plan</p>	<p>To provide oversight of the implementation of the Trust-wide curriculum policy</p> <p>To provides a termly report to the Directors regarding standards</p> <p>To provide oversight of the target setting for pupil achievement and progress by the Headteacher and monitor against targets</p> <p>To monitor the KPI figures reported from the Headteacher relating to standards</p> <p>To review Key Performance Indicators (KPIs) across the region for identification of any areas of concern for referral to the Trustees</p>	<p>To ensure the curriculum is delivered at the Academy including compliance with any funding agreement requirements</p> <p>To make provision for a daily collective act of worship</p> <p>To set targets for pupil achievement and progress and monitor against targets</p> <p>To report termly (x3) KPI figures for the Executive Team and the LGB relating to standards</p> <p>To prepare a draft Academy Development Plan for approval by the LGB</p>

Special Educational Needs (SEN)

Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To determine a Trust- wide SEN and Disability Discrimination Act policy</p> <p>To review KPIs across the region for identification of any areas of concern for referral to the Trustees</p>	<p>To appoint a Local Governor responsible for SEN and inclusion</p> <p>To review and maintain the Academy's SEN policy (consistent with any Trust-wide policy)</p> <p>To provide oversight of the implementation of the policy within the Academy and compliance with the Disability Discrimination Act requirements</p>	<p>To provide oversight of the implementation of the Trust-wide SEN policy</p> <p>To ensure compliance with the Disability Discrimination Act requirements within the Academies</p>	<p>To designate a teacher to be responsible for co-ordinating SEN provision</p> <p>To liaise with the local authority in respect of students who have (or might have) SEN</p> <p>To make provision for SEN pupils with or without a statement or Education, Health and Care plan</p> <p>To ensure compliance with the Disability Discrimination Act requirements within the Academy</p>

SAFEGUARDING				
Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To adopt a Trust-wide safeguarding and Child Protection policy</p> <p>To adopt a Trust-wide policy regarding school trips</p> <p>To review KPIs across the region for identification of any areas of concern for referral to the Trustees</p> <p>To adopt a Trust-wide safer recruitment Policy</p>	<p>To appoint a designated governor for safeguarding</p> <p>To adopt the NET safeguarding and child protection policy for the Academy and monitor/ensure its implementation</p> <p>To ensure the completion of the single central record and its regular up-dating</p>	<p>To ensure that each Academy has appointed a designated teacher to support looked after children</p> <p>To make arrangements for safeguarding audits to be conducted by independent personnel</p> <p>To report to the Directors on the procedures in place for safeguarding and on matters as they arise</p> <p>To maintain a Trust wide register relating to key roles (ie DSL, safer recruitment, Prevent, e safety, team teach</p>	<p>To appoint a designated teacher to support looked after children and to ensure the role is compliant with statutory guidance</p> <p>To maintain the single central record</p> <p>To approve off-site visits for pupils of more than 24 hours</p>

Behaviour				
Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To adopt a Trust-wide behaviour policy</p> <p>To review the use of exclusions across the Academy Trust</p> <p>To review KPIs across the region for identification of any areas of concern for referral to the Trustees</p>	<p>To adopt and ensure the implementation of a behaviour policy for the Academy (consistent with Trust-wide policy)</p> <p>To convene a committee to review any exclusion of a pupil</p>	<p>To prepare a Trust-wide behaviour policy for adoption by the Trustees</p> <p>To review the overall pattern of exclusions and to report to the Trustees</p>	<p>To prepare a behaviour policy for the Academy for adoption by the LGB consistent with the Trust wide policy</p> <p>To exclude a pupil for a fixed term or permanently</p> <p>To report on exclusions</p>

Admissions				
Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To ensure that the impact of any proposed changes to an Academy's admission arrangements are considered in light of the other Academies in the region</p> <p>To make arrangements for determining admissions and hearing admission appeals</p> <p>To approve Academy admission arrangements</p>	<p>To undertake consultation, publish admissions and determine arrangements that are consistent with the NET admissions policy, as required in accordance with the School Admissions and Appeals Codes</p> <p>To ratify the annual admission arrangements for the Academy</p>	<p>To provide oversight of and support of the implementation of the admissions arrangements across the Academy Trust</p> <p>To ensure effective arrangements are in place for pupil recruitment</p>	<p>To provide direction to the LGB as to requirements under the School Admissions and Appeals Codes</p> <p>To ensure compliance with the Trust-wide policy</p> <p>To make arrangements for determining admissions and hearing admission appeals</p> <p>To participate in local admissions forum</p> <p>To ensure participation in the fair access protocol</p> <p>To contribute to the development of the Academy prospectus</p>

Other pupil related matters

Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To receive a termly report from the Executive Team regarding standards (to include attendance)</p> <p>To adopt a Trust-wide Complaints policy and receive reports from the Executive Team regarding the level of complaints across the Academy Trust</p> <p>To review KPIs across the region for identification of any areas of concern for referral to the Trustees</p>	<p>To review attendance and pupil absences (as part of the KPIs)</p> <p>To appoint a Local Governor responsible for statutory grants including pupil premium</p> <p>To monitor the impact of the pupil premium in the Academy</p> <p>To adopt the NET Complaints policy for the Academy</p> <p>To hear complaints at the relevant stage</p> <p>To liaise with the Headteacher over exceptional bans from the premises of any persons, ensuring that the relevant protocol is adhered to</p> <p>To ensure effective arrangements are in place for pupil support and representation at the Academy</p>	<p>To monitor the levels of attendance in the Academies and the use of home-Academy agreements and reports termly to the Trustees</p> <p>To monitor the impact of the pupil premium across the Academy Trust</p> <p>To review the level of complaints across the Academy Trust</p>	<p>To maintain a register of pupil attendance</p> <p>To report on attendance and pupil absences (as part of the KPIs)</p> <p>To review and maintain home-Academy agreements</p> <p>To set the times of Academy sessions and the dates of Academy terms and holidays, ensuring that the Academy meets for 380 sessions in an Academy year</p> <p>To ensure effective deployment of the Pupil Premium and to monitor its impact</p> <p>To adopt a Trust wide complaints policy and to prepare an Academy specific appendix for adoption by the LGB and to hear complaints at the relevant stage</p>

Information management and communication

Members	Trustees	LGB Members	CEO & Central Services Team	Principals
	<p>To adopt data protection policies and procedures to cover:</p> <ul style="list-style-type: none"> • the requirement to notify individuals as to • how information is to be used and • on the matter of safe storage. <p>To appoint an external DPO</p>	<p>To ensure the effective implementation of the data protection policies and procedures in the Academy</p> <p>To ensure systems are in place in line with the Academy Trust's strategy at the Academy for effective communication with pupil, parents or carers, staff and the wider community including the support of a local parent teacher association (if established)</p>	<p>To ensure compliance with all data protection legislation (GDPR) and good practice across the Academies</p> <p>To support the individual academies on the effective safe storage of data</p> <p>To maintain accurate and secure staff records for the Executive Team</p> <p>To ensure registration with the Information Commissioner's Office is up to date.</p>	<p>To ensure the publication of Academy information, ensuring that all electronic communication, including web pages, are up to date</p> <p>To maintain accurate and secure pupil records</p> <p>To maintain accurate and secure staff records for the Academy</p> <p>To ensure compliance with all data protection legislation (GDPR) and good practice in the Academy</p>

Health, safety, risk and estates

Members	Trustees TB = Trust Board FC = Finance committee AC = Audit comm	LGB Members	CEO & Central Services Team	Principals
	<p>To appoint an audit committee (TB)</p> <p>To review risk management and maintain a risk register (AC)</p> <p>To approve insurance arrangements (AC)</p> <p>To review and maintain a buildings strategy and asset management planning arrangements (TB)</p> <p>To adopt a Trust-wide health and safety policy (TB)</p> <p>To adopt a Trust-wide lettings policy (FC)</p>	<p>To appoint a Local Governor responsible for health and safety</p> <p>To review the risk register of the Academy</p> <p>To adopt Academy specific health & safety appendix (in line with the Trust-wide policy)</p> <p>To review the implementation of the above appendix and ensure that appropriate risk assessments are being carried out in the Academy</p> <p>To conduct site inspections to review any health and safety issues and the security of premises and equipment</p>	<p>To prepare the risk register for the Academy Trust</p> <p>To procure buildings and related insurance and make proposals to the Trustees</p> <p>To prepare a buildings strategy and asset management planning arrangements</p> <p>To prepare a Trust-wide health and safety policy for the Trustees' approval</p> <p>To monitor and support the implementation of the Trust-wide health and safety policy</p>	<p>To prepare the risk register for the LGB having regard to the risks identified by the Regional Board</p> <p>To monitor the accident book and agree appropriate actions</p> <p>To ensure suitable risk assessments are prepared and appropriate actions taken</p> <p>To review security of premises and equipment</p> <p>To implement the Trust-wide lettings policy</p> <p>To draw up, agree and monitor an accessibility plan for the Academy, in consultation with Local Governors</p> <p>To adopt the Trust-wide health & Safety policy and to prepare an Academy specific appendix for adoption by the LGB</p> <p>To implement the Trust-wide health & safety policy</p>

Terms of Reference for the Nene Education Trust Audit Committee

The board of Trustees (the **Trust Board**) of Nene Education Trust (the **Academy Trust**) has established a committee of the Board to be known as the Finance Committee (the **Committee**). These are its terms of reference.

Membership

The Committee will be appointed by the Trust Board and will comprise no more than five and no fewer than three members, of whom a majority will be Trustees.

The Board will appoint one of the members of the Committee as its Chair (the **Chair**).

The Committee will be supported by the Trust Company Secretary.

Attendance

The Committee may ask the Chief Executive and the Finance Director and any other senior executive to attend meetings of the Committee either regularly or by invitation, to provide information.

The Committee will have at least one annual meeting, or part of one meeting, with each of the external auditor and the head of internal audit without the senior executives being present.

The Committee will ask a representative of the external auditors and the head of internal audit to attend meetings as they consider necessary and in consultation with the representative of the external auditors. The Committee will ask the head of internal audit to attend all meetings. The Committee will have at least one annual meeting, or part of one meeting, with each of the external auditor and the head of internal audit without the senior executives being present.

Voting

The quorum for each meeting shall be one half of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Trust Company Secretary shall specify at the request of any member of the Committee.

Meetings can be requested by the external or internal auditors if they consider that one is necessary.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Trust Company Secretary will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within seven working days of the meeting.

Authority

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised by the Trust Board to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it considers this necessary.

Duties

The duties of the Committee shall be:

- to discuss with the external auditor before the audit commences the nature and scope of the audit
- to review and approve the annual financial statements on behalf of the Trust Board, focusing particularly on:
 - any changes in accounting policies and practices
 - areas involving a significant degree of judgement
 - significant adjustments resulting from the audit
 - the going concern assumption
 - compliance with accounting standards
 - compliance with legal requirements
 - the clarity of disclosures
 - the consistency of accounting policies from year to year
- to discuss problems and reservations arising from the audit and any matters the external auditor may wish to discuss (in the absence of the management where necessary)
- to act as the body to whom the head of internal audit reports on the internal audit function and to discuss any issue that the head of internal audit may wish to raise (in the absence of the management where necessary)
- to review the internal audit function, consider the major findings of internal audit investigations and the management's response, and ensure co-ordination between the internal and external auditors
- to keep under review the effectiveness of internal control systems, and in particular review the external auditor's management letter and the management's response
- to develop and keep under review risk management and measurement strategies across the Academy Trust together with the procedures for monitoring the adequacy and effectiveness of those processes
- to review the action and implementation of risk management policy across the Academy Trust

- ▮ to consider the Academy Trust's risk profile relative to current and future Academy Trust strategy and identifying any such trends, concentrations or exposures and any requirement for policy change
- ▮ to receive and review risk management and relevant regulatory information and reports
- ▮ to consider material breaches of the agreed risk limits, review the actions taken in response and to prevent a repeat occurrence
- ▮ to consider the effect on the rights of the Academy Trust of the findings of the internal audits or the external audits
- ▮ to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness

In discharging its duties, the aims of the Committee are to:

- ▮ liaise effectively with the other Committees
- ▮ facilitate good communication between the Academy Trust and its external auditor
- ▮ increase the credibility and objectivity of financial reporting
- ▮ strengthen the independence of the audit function
- ▮ improve the quality of the accounting and auditing functions.

Terms of Reference for the Nene Education Trust Finance Committee

The board of Trustees (the **Trust Board**) of Nene Education Trust (the **Academy Trust**) has established a committee of the Board to be known as the Finance Committee (the **Committee**). These are its terms of reference.

Membership

The Committee will be appointed by the Trust Board and will comprise no more than five and no fewer than three members, of whom a majority will be Trustees.

The Board will appoint one of the members of the Committee as its Chair (the **Chair**).

The Committee will be supported by the Trust Company Secretary.

Attendance

The Committee may ask the Chief Executive and the Finance Director and any other senior executive to attend meetings of the Committee either regularly or by invitation, to provide information.

The Committee will have at least one annual meeting, or part of one meeting, with each of the external auditor and the head of internal audit without the senior executives being present.

Voting

The quorum for each meeting shall be one half of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Trust Company Secretary shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Trust Company Secretary will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within seven working days of the meeting.

Authority

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised by the Trust Board to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it considers this necessary.

Duties

The duties of the Committee shall be to:

- ▮ develop a financial strategy for the Academy Trust and consider policies, procedures or plans required to realise such strategy
- ▮ consider the Academy Trust's indicative funding, once notified by the ESFA, and to assess its implications for the Academy Trust, in consultation with the CEO and the Finance Director, in advance of the financial year, drawing any matters of significance or concern to the attention of the Trustees
- ▮ consider and recommend acceptance/non-acceptance of the Academy Trust's budget to the Trustees
- ▮ monitor any variances from the budget and ensure the ESFA is notified as required;
- ▮ receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances and with particular attention to funding for estates work, ensuring the compatibility of all such proposals with the development priorities set out in the Academy Trust development plan
- ▮ liaise with and receive reports from the Human Resources Committee, the Educational Standards and Performance Committee, Audit Committee to make recommendations to those committees about the financial aspects of matters being considered by them
- ▮ monitor and review income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy Trust, drawing any matters of concern to the attention of the Trust Board
- ▮ monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement
- ▮ oversee preparation of the annual financial statements by the executive, for review and approval by the Risk & Audit Committee
- ▮ ensure the Academy Trust's commercial and fundraising activities are carried out effectively
- ▮ examine and review new initiatives for financial development, including fundraising
- ▮ oversee significant investment and capital financing decisions
- ▮ approve and keep under review the Academy Trust's investment policy
- ▮ approve and keep under review the Academy Trust's reserves policy
- ▮ promptly notify the Trust Board of all financial matters of which the Committee has knowledge and which may materially affect the current or future position of the Academy Trust
- ▮ advise generally on the provision of resources and services to the Academy Trust
- ▮ to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness

Terms of Reference for the Nene Education Trust HR Committee

The board of Trustees (the **Trust Board**) of Nene Education Trust (the **Academy Trust**) has established a committee of the Board to be known as the Finance Committee (the **Committee**). These are its terms of reference.

Membership

The Committee will be appointed by the Trust Board and will comprise no more than five and no fewer than three members, of whom a majority will be Trustees.

The Board will appoint one of the members of the Committee as its Chair (the **Chair**).

The Committee will be supported by the Trust Company Secretary.

Attendance

The Committee may ask the Chief Executive and the HR Director and any other senior executive to attend meetings of the Committee either regularly or by invitation, to provide information.

The Committee will have at least one annual meeting, or part of one meeting, with each of the external auditor and the head of internal audit without the senior executives being present.

Voting

The quorum for each meeting should be one half of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on any equality of votes.

The Committee will be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Trust Company Secretary shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Trust Company Secretary will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within seven working days of the meeting.

Authority

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires

from any employee and all employees are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Trust Board to obtain outside legal or other independent professional advice if it considers this necessary.

Duties

The duties of the Committee shall be:

- to consider, determine and keep under review any strategies and policies for human resources and organisational development
- to consider, determine and keep under review effective arrangements for consultation with staff as a whole and for negotiation and consultation with appropriately recognised Trade Unions and/or other representatives.
- to undertake the role of the disputed resolution panel to consider appeals against the Chief Executive Officer or Academy Trust decisions
- to ensure effective measures are in place to promote equality and diversity in employment
- to consider the details of restructuring programs following any necessary approvals in principle by the Trust Board
- to develop strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of the Academy Trust's staff
- to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness
- to consider, determine and keep under review a framework or policy for the remuneration, benefits and incentives of the Chief Executive Officer, Principals and such other members of the Executive Team as the Trust Board shall from time to time direct in determining that framework, to seek evidence of the remuneration, benefits and incentives paid to senior executives in comparable employment within the commercial and voluntary sectors
- to consider the outcome of every appraisal of the performance of the Chief Executive Officer, Principals and such other senior executives as the Board shall from time to time direct
- to make recommendations to the Trust Board as to the remuneration, benefit and incentives that should be paid to the Chief Executive Officer, Principals and such other senior executives as the Trust Board shall from time to time direct with a view to ensuring that they are encouraged to enhance their performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Academy Trust and its progress towards fulfilling its objectives
- to make recommendations to the Trust Board as to the remuneration, benefits and incentives of newly appointed senior executives
- to determine the policy for and scope of pension arrangements, service agreements for senior executives, termination payments and compensation commitments
- to consider other topics, as defined by the Trust Board from time to time
- to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness

Terms of Reference for Nene Education Trust Educational Standards and Performance Committee

The board of Directors (the **Trust Board**) of Manor Learning Academy Trust (the **Academy Trust**) has established a committee of the Trust Board to be known as the Educational, Standards and Performance Committee (the **Committee**). These are its

terms of reference.

Membership

The Committee will be appointed by the Trust Board and will comprise no more than five and no fewer than three members, a majority of whom will be Trustees.

The Trust Board will appoint one of the members of the Committee as its chair (the **Chair**).

The Committee will be supported by the Trust Company Secretary.

Attendance

The Committee may ask the Chief Executive Officer and any other senior executives to attend meetings of the Committee either regularly or by invitation, in order to provide information.

Voting

The quorum for each meeting shall be one half of the numbers of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Trust Company Secretary shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Trust Company Secretary will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within seven working days of the meeting.

Authority

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of any person at

any Committee meeting with relevant experience and expertise if it considers this necessary.

Duties

The duties of the Committee shall be:

- to ensure that the highest possible standards are set and maintained across the Academy Trust
- to receive a termly report from the Executive Team regarding standards and performance of the Academy Trust against key performance indicators
- to identify any areas of concern in respect of standards and performance and to implement an action plan with the Executive Team
- to ensure that the Academy Trust's curriculum is balanced and broadly based
- to scrutinise and review Academy Trust policies for recommendation to the Trust Board
- to ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy Trust
- to support the Chief Executive Officer in the creation, implementation and monitoring of the Academy Trust's self-evaluation development plan and any post-Ofsted action plan
- to advise the Trust Board with respect to targets for student achievement across the Academy Trust
- to ensure that effective arrangements are in place across the Academy Trust for pupil support and representation, for monitoring pupil attendance and for pupil discipline
- to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness

Terms of Reference for Nene Education Trust Local Governing Board

The board of Directors (the **Trust Board**) of Manor Learning Academy Trust (the **Academy Trust**) has established a committee of the Trust Board to be known as the Local Governing Board (the **Committee**). These are its terms of reference.

Membership

The Committee will be appointed by the Trust Board and will comprise no more than nine and no fewer than three members (this committee will include ex officio member (principal/headteacher), 1 staff member and 1 parent member)

The Chair and Vice Chair will be elected on an annual basis unless appointed by the Trust Board as per the articles of association (the **Chair**).

Attendance

Other senior executives from the Trust to attend meetings of the Committee as deemed necessary by Chair of Governors, CEO or Principal.

Voting

The quorum for each meeting shall be one half of the numbers of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Minutes

The Clerk to the Governing Board will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee within seven working days of the meeting.

Delegation to the LGB

The LGB shall have the roles set out in this section and any other role that the Trust Board agree shall be carried out by the LGB and that is communicated in writing to the Chair of the LGB.

Duties

To champion the trust vision and values in the academy and to ensure the spiritual wellbeing of the pupils

To determine the educational and spiritual character, mission or ethos of a particular Academy (to the extent that it is not inconsistent with that of the Academy Trust) in collaboration with the Headteacher

To ensure that the school has a medium to long-term vision for its future and that there is a robust strategy in place for achieving its vision

To appoint (and remove) from its number: Chair, Vice- Chair and Local Governors with

specific responsibilities for special educational needs, safeguarding and LAC, pupil premium, financial matters, H & S

To appoint a Clerk to the Local Governing Bodies

To review and amend the policies of the Academies (in line with any Academy Trust prescribed policy)

To implement a means whereby the Academy can receive and react to pupil, parent and staff feedback

Please refer to the full scheme of delegation for full details.

Appendix 1

FINANCIAL SCHEME OF DELEGATION - MANOR LEARNING TRUST, 1 September 2018

Delegated Duty	Value	Delegated Authority	Method
Purchase Orders - Ordering Goods & Services	Up to £1,000	Finance/Business Managers	Preferred supplier list where possible
	Up to £2,000	As above plus Budget Holders	Preferred supplier list where possible
	£2,001 to £10,000	As above plus Principals	2 quotations for orders from £1,000 up to £2,500; 3 quotations from £2,501 up to £10,000
	£10,001 to £25,000	As above plus Director of Business & Finance	3 written quotations
	£25,001 to £50,000	As above plus CEO	3 written quotations
	£50,001 to £100,000	As above plus Audit Committee	Formal tendering process
	Over £100,000	Board of Trustees	Formal tendering process
	Signatories for cheques, BACSpayment authorisations and other bank transfers	Up to £25,000	Any 2 signatories from: CEO, Director of Bus. & Finance, Principal (Manor), Vice Principals (Manor), Assistant Principal (Manor)
Over £25,000		Any 3 signatories from above list	
Investments - transfers between Lloyds Bank Accounts	Up to £300,000	Director of Business & Finance / CEO	
	Over £300,000	Board of Trustees / Trust Board	
Virement of budget provision between budgets	Up to £10,000	Director of Business & Finance	
	£10,001 to £50,000	As above plus CEO	

	Over £50,000	As above plus Audit Committee	
Disposal of Assets	Up to £10,000	Director of Business & Finance / CEO	
	£10,001 to £20,000	As above plus Audit Committee	
	Over £20,000	Board of Trustees	
Write off of Bad Debts	Up to £1,000	Director of Business & Finance	
	£1,001 to £5,000	As above plus CEO	
	Over £5,000	As above plus Audit Committee and Board of Trustees	