

THE  
**COMPASS**  
PARTNERSHIP OF SCHOOLS

Committee Remits, Responsibilities and  
composition



# The Register of Committee Members

## **Audit and Risk Committee**

Louise Rea (Chair)

Orla Ralston

Aleksandra Wasik-Hyde

## **Business Committee**

Linda Perks (Chair)

Hugh Lewis

Susan Skidmore

Mary Whitehead

Nathalie Fitzgerald

## **Pay and Personnel Sub-Committee**

Susan Skidmore (Chair)

Linda Perks

Mary Whitehead

## **Standards Committee**

Nathalie Fitzgerald (Chair)

Anne-Marie Duguid

Susan Skidmore

Mary Whitehead

## Remit and Responsibilities of the Audit & Risk Committee

The powers and functions delegated by the Board to the Audit & Risk Committee are as set out below.

### External Audit

- To consider the appointment of the external auditor and assess independence of the external auditor, ensuring that key audit personnel are rotated at appropriate intervals.
- To recommend the audit fees to the Board and pre-approve any fees in excess of £10,000 in respect of non-audit services provided by the external auditor and to ensure that the provision of non-audit services does not impair the external auditors' independence or objectivity.
- To oversee the process for selecting the external auditor and make appropriate recommendations through the Board to the members of the Trust to consider at any general meeting where the accounts are laid before members.
- To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest co-operation.
- To review the external auditor's annual management letter and all other reports and recommendations, together with the appropriateness of management's response.
- To review the performance of the external auditor on an annual basis.
- To recommend to the Board the appointment/re-appointment of the external auditor.
- To review and consider the circumstances surrounding any resignation or dismissal of the external auditor.

### Internal Audit

- To set and review the internal audit programme and ensure that the internal audit function is adequately resourced and has appropriate standing within the Trust.
- To review the reports and recommendations of the internal audit, together with the appropriateness of management's response.
- To monitor the implementation of action agreed by management in response to reports from the external auditor internal audits.

### Financial Management & Policies

- To keep under review the Trust's financial management and reporting arrangements, providing constructive challenge (where necessary) to the actions and judgements of

management in relation to the interim management and financial accounts, statements and reports and the annual accounts and financial statements, prior to submission to the Board, paying particular attention to:

- critical accounting policies and practices, and any changes in them
  - decisions requiring a major element of judgement
  - the extent to which the financial statements are affected by any unusual or complex transactions in the year and how they are disclosed
  - the clarity and transparency of disclosures
  - significant adjustments resulting from the audit
  - the going concern assumption
  - compliance with accounting standards
  - compliance with DfE and legal requirements.
- To review the Trust's policy and procedures for handling allegations from whistleblowers.
  - To review the Trust's policies and procedures for handling allegations of fraud, bribery and corruption.
  - To receive reports on the outcome of investigations of suspected or alleged impropriety.
  - To review the adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements.
  - To ensure that any significant losses are investigated and reported to the DfE/ESFA where required.
  - To review the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks.
  - To review the adequacy and robustness of risk registers.
  - To keep under review the adequacy and effectiveness of the Trust's governance, risk management and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from management, internal audit, the external auditor and any other relevant independent assurances or reports (eg from the National Audit Office).
  - To review all risk and control related disclosure statements, in particular the Trust's annual "Statement on Internal Control", together with any associated reports and opinions from management, the external auditor and Responsible Officer, prior to endorsement by the Trust Board.
  - To review any recommendations made by the Secretary of State for Education for improving the financial management of the Academies.

### **General**

- To review or investigate any other matters referred to the Audit & Risk Committee by the Board.

- To draw any significant recommendations and matters of concern to the attention of the Board.

## Remit and Responsibilities of the Business Committee

The powers and functions delegated by the Board to the Business Committee are as set out below.

### Funding

- To consider each of the Academies indicative funding, notified annually by the DfE/ESFA and to assess its implications for the relevant Academy. This will be in consultation with the Head of Finance and Capital Assets together with the Executive Head Teacher and the Business Manager of the relevant Academy, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board.
- To consider and recommend acceptance or non-acceptance of the Academies budgets each financial year.

### Budgeting

- To contribute to the formulation of the Academies strategic plans, through the consideration of financial priorities and proposals, in consultation with the relevant Executive Head Teacher and the Business Manager and with the stated and agreed aims and objectives of the relevant Academy.
- To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year. This will include the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in each of the Academies' strategic plans.
- To liaise with and receive reports from appropriate committees and make recommendations to those committees about the financial aspects of matters being considered by them.
- To consider the spending plans of other committees and report back and advise the Board.
- To delegate the day to day management of the approved budget to relevant the Executive Head Teacher, within agreed authorisation limits.
- To consider requests for supplementary expenditure and make appropriate recommendations to the Board.
- To consider and act upon matters not covered by other sub-committees.
- To review financial policy including consideration of long-term planning and resourcing in accordance with each of the Academies' development plans.

## **Expenditure**

- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academies, and with the financial regulations of the Trust, drawing any matters of concern to the attention of the Board.

## **Financial Procedures**

- To 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 make recommendations for improvement.
- To prepare the financial statement to form part of the annual report of the Board to stakeholders and for filing in accordance with requirements of the Companies Act, Charity Commission and Funding Agreement (including the AFH)

## **Health & Safety**

- To receive each term the relevant Executive Head Teacher's Health and Safety report and advise as necessary.
- To monitor compliance with the Academies' Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974.

## **Asset Management**

- To receive reports from the relevant Executive Head Teacher on the management of assets including premises and their security.
- To confirm that an asset recording system is in place, including an inventory and fixed asset register for each Academy.

## **Property Management**

- To determine the use of the Academies premises and grounds outside Academies sessions with regard to the lettings and charging policy.
- To ensure that the Academies premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
- To ensure the responsibilities of the Board under the Environmental Protection Act are met.

- To advise the Board on environmental issues to ensure the Academies are acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.

### **General**

- Reviewing or investigating any other matters referred to the Business Committee by the Board.
- Drawing any significant recommendations and matters of concern to the attention of the Trust Board.

## **Remit and Responsibilities of the Pay & Personnel Sub-Committee**

### **Pay**

- To prepare and submit recommendations for the adoption by the Trust Board of:
  - an appraisal policy; and
  - a Trust pay policy.
- To operate in accordance with the statutory appraisal regulations and the relevant school's adopted policy as follows:
  - to select an external adviser to advise the Committee undertaking the appraisal of the Chief Executive Officer/Trust Leader and Executive Head Teachers;
  - to take advice from the external adviser when agreeing objectives and reviewing the performance of the Chief Executive Officer/Trust Leader and Executive Head Teachers;
  - to agree performance objectives with the Chief Executive Officer/Trust Leader and Executive Head Teachers;
  - to conduct the appraisal of the Chief Executive Officer/Trust Leader and Executive Head Teachers;
  - to determine whether the outcome of the appraisal of the Chief Executive Officer/Trust Leader and Executive Head Teachers meets the criteria for pay progression as covered under the adopted pay policy;
  - to support the Chief Executive Officer /Trust Leader with the annual report to the Board on appraisal arrangements and outcomes;
- To monitor the implementation of the Trust's Pay Policy ensuring that it is fair and equitable.
- To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.

## **Grievances**

- To exercise strategic oversight to ensure consistency in grievance matters.
- To consider staff grievances where there is a referral under the grievance procedure adopted by the Board. A panel comprised of members of the Committee, and others appointed by the Committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure.
- To consider staff complaints of harassment where there is a referral to the Committee under the procedure adopted by the Board. The Committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

## **Staff Discipline/Dismissals**

- To exercise strategic oversight to ensure consistency in disciplinary matters.
- Under the disciplinary or capability procedures for the Chief Executive Officer/Trust Leader and Executive Head Teachers adopted by the Trust Board, to consider formal action against the Chief Executive Officer/Trust Leader and Executive Head Teachers and for a panel comprised of members of the Committee, and others appointed by the Committee, to make a determination as provided for under either procedure. The Committee will be responsible for the future review of any sanction short of dismissal as required under the relevant procedure.
- Under the disciplinary or other relevant procedures (e.g. relating to capability, staff reductions or incapability due to ill-health) adopted by the Board, to make any determination that any member of staff employed at an Academy should be dismissed from their post, in line with Trust policy.

## **Staff Appeals**

- A panel comprised of members of the Committee, and others appointed by the Committee, will consider appropriate appeals against a sanction short of dismissal issued by the Chief Executive Officer/Trust Leader and Executive Head Teachers or by the staff discipline/dismissal Committee to a member of staff employed at the school, in accordance with the disciplinary procedure or capability procedure adopted by the Board
- Under the disciplinary or other relevant procedures (e.g. relating to capability, redundancy or incapability due to ill health) adopted by the Board, a panel comprised of members of the Committee, and others appointed by the committee, will consider any relevant appeal against a decision of the staff discipline/dismissal Committee to dismiss from their post a member of staff employed at the Academy.
- To consider appeals under other procedures as may from time to time be delegated by the Trust Board, including appeals under the Trust's adopted Pay Policy.

## **Personnel**

- To receive reports and make recommendations to the Board on all aspects of matters relating to staff at the Schools.
- To advise on the strategic planning of human resources.



- To monitor the communication and consultation of policies and processes to staff and review feedback.
- To advise on the means of achieving active participation by staff in policy development.
- To advise and recommend revisions to those policies which affect staff, including but not limited to those which relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, charging and remissions, training, performance management, management of stress, trade unions, whistle-blowing and pay.
- To ensure the legal requirements for NQT induction are complied with.
- To carry out an annual review of the Trust's staffing establishment in relation to the staffing element of the Trust's development plan.
- To advise the Board on the appointment of the relevant Executive Head Teachers, CEO/Trust Leader.
- To receive reports on other statutory reporting or other relevant issues, making recommendations to the Board.

### Remit and Responsibilities of the Standards Committee

- Oversight of pupil outcomes in national assessments
- Oversight of internal data
- Oversight of the quality of teaching and learning
- Oversight of pupil behaviour and personal development
- Receiving evidence and reports from leaders, by visiting schools, and receiving external validated moderation reports

### Remit and Responsibilities of the LGBs

The powers and functions delegated by the Board to the LGBs are set out in detail in the Trust's Scheme of Delegation as approved by the Board and in summary include the following:

- To oversee the running of the academies in terms of learning, standards, safety and wellbeing.
- To hold local academy leadership to account for academic performance, quality of care and provision.
- To oversee and monitor the effectiveness of learning strategies.
- To ensure that the Academy or Academies are conducted in accordance with the objects of the Trust, the terms of any trust governing the use of the land which is used for

the purposes of an Academy, any agreement entered into with the Secretary of State for the funding of the Academy or Academies and these Terms of Reference.

- To consider budget monitoring information and make recommendations to the Executive Head Teacher/Head Teacher in relation to any potential overspending.
- To act as a critical friend to the Executive Head Teacher/Head Teacher (including but not limited to advice in relation to annual budget proposals).
- To adopt financial prudence in managing the financial affairs of the Trust in so far as these relate to the Academy and are delegated to them in order to support the Board and its committees in relation to proper use of funds & delivering high quality educational provision.
- To represent the views of the community (including but not limited to in discussions on budget issues that relate to community engagement and activity and make recommendations to the Executive Head Teacher/Head Teacher).
- To support the Executive Head Teacher/ Head Teacher in recruitment and selection, grievance, disciplinary and exclusion processes where appropriate.
- To promptly implement and comply with any policies or procedures communicated to the LGB by the Board from time to time.
- To support the Trust's senior management staff deal with parental complaints pursuant to the Trust policy on parental complaints.
- To draw any significant recommendations and matters of concern to the attention of the Board.

A high-level summary of the key activities and functions to be undertaken throughout the year by the LGB is set out on the next page.