

## Terms of Reference for the REAch2 Regional Board Educational Standards and Performance Committee

The regional board (the **Regional Board**) of REAch2 Academy Trust (the **Academy Trust**) has established a committee of the Regional Board to be known as the Regional Board Educational, Standards and Performance Committee (the **Committee**). These are its terms of reference.

The Committee shall work closely with the Trust Board Educational Standards and Performance Committee.

### Membership

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

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

The Committee will elect a Clerk to the Committee.

### Attendance

The Committee may ask any member of the Regional Board, the Chief Executive Officer and any other senior executive 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 Clerk 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 seven working days prior to the date of the meeting.

### Minutes

The Clerk 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, the Regional Board and the Trust Board Educational Standards and Performance within seven working days of the meeting.

### Authority

The Committee is authorised by the Regional 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 Regional 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**

In respect of its region, the duties of the Committee shall be:

- to ensure that the highest possible standards are set and maintained in all the Academies in its region.
- to receive a consolidated termly report from the Executive Team regarding standards and performance against key performance indicators
- to identify any areas of concern in respect of standards and performance and to liaise with the Executive Team and the Trust Board Educational Standards and Performance in respect of the impact and implementation of any associated action plan
- to consider and keep under review the impact and implementation of the Trust wide processes in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice
- to consider and keep under review the impact and implementation of the Academy Trust's self-evaluation development plan and any post-Ofsted Academy specific action plan
- to liaise with the Trust Board Educational Standards and Performance Committee (as requested) with respect to targets for student achievement
- to consider and keep under review the impact and implementation of the Trust wide arrangements for student support and representation, for monitoring student attendance and for student 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 the REAch2 Regional Board Finance Committee

The regional board (the **Regional Board**) of REAch2 Academy Trust (the **Academy Trust**) has established a committee of the Regional Board to be known as the Regional Board Finance Committee (the **Committee**). These are its terms of reference.

The Committee shall work closely with the Trust Board Finance Committee.

### Membership

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

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

The Committee will elect a Clerk to the Committee.

### Attendance

The Committee may ask any member of the Regional Board, 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.

### 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 Clerk 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 seven working days prior to the date of the meeting.

### Minutes

The Clerk 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, the Regional Board and the Trust Board Finance Committee within seven working days of the meeting.

### Authority

The Committee is authorised by the Regional 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 Regional 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**

In respect of its region, the duties of the Committee shall be to:

- consider and keep under review the impact and implementation of the Academy Trust's financial strategy and consider policies, procedures or plans required to realise such strategy
- scrutinise the Regional Academies' budgets for recommendation to the Trust Board Finance Committee
- monitor any variances from the Academies' delegated budget and consider any variances reported by the LGBs to the Regional Board for approval
- liaise with and receive reports from the Regional Board Human Resources Committee and the Regional Board Educational Standards and Performance Committee and 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 region, drawing any matters of concern to the attention of the Trust Board Finance Committee
- 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
- ensure the Academy Trust's commercial and fundraising activities are carried out effectively
- examine and review new initiatives for financial development, including fundraising
- promptly notify the Trust Board Finance Committee of all financial matters of which the Committee has knowledge and which may materially affect the current or future position of the Academies
- advise generally on the provision of resources and services to the Academies and review opportunities for collaborative procurement
- 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 REAch2 Regional Board Human Resources Committee

The regional board (the **Regional Board**) of REAch2 Academy Trust (the **Academy Trust**) has established a committee of the Regional Board to be known as the Regional Board Human Resources Committee (**Committee**). These are its terms of reference.

The Committee shall work closely with the Trust Board Human Resources Committee.

### Membership

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

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

The Committee will elect a Clerk to the Committee.

### Attendance

The Committee may ask any member of the Regional Board, the Chief Executive Officer and any other senior executive to attend meetings of the Committee either regularly or by invitation. Invitees have no right to attend Committee meetings.

The Committee may also ask any other person whose attendance they consider necessary or desirable to attend any meeting either regularly or by invitation, to provide information.

### 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.

### 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 Clerk 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 seven working days prior to the date of the meeting.

### Minutes

The Clerk 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, the Regional Board and the Trust Board Human Resources Committee within seven working days of the meeting.

## **Authority**

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

## **Duties**

In respect of its region, the duties of the Committee shall be:

- to consider and keep under review the impact and implementation of any Trust-wide strategies and policies for human resources and organisational development
- to liaise with the Executive Team and the Trust Board on behalf of its region in respect of effective arrangements for consultation with staff as a whole and for negotiation and consultation with appropriately recognised Trade Unions and/or other representatives.
- to ensure effective measures are in place to promote equality and diversity in employment
- to consider the details of restructuring programmes as might be proposed to it by the Trust Board Human Resources Committee.
- to review the impact and implementation of the Trust-wide 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

## Terms of Reference for the REAch2 Regional Board Risk and Audit Committee

The regional board (the **Regional Board**) of REAch2 Academy Trust (the **Academy Trust**) has established a committee of the Regional Board to be known as the Regional Board Risk and Audit Committee (the **Committee**). These are its terms of reference.

The Committee shall work closely with the Trust Board Risk and Audit Committee.

### Membership

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

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

The Committee will elect a Clerk to the Committee.

### Attendance

The Committee may ask any member of the Regional Board, the Chief Executive Officer and the Finance Director and any other senior executive to attend meetings of the Committee either regularly or by invitation. Invitees have no right to attend Committee meetings.

### 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 Clerk 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 seven working days prior to the date of the meeting.

### Minutes

The Clerk 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, the Regional Board and the Trust Board Audit and Risk Committee within seven working days of the meeting.

### Authority

The Committee is authorised by the Regional 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 Regional 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

In respect of its region, the duties of the Committee shall be:

- to consider and keep under review the impact and implementation of the Academy Trust's health and safety policy in the Academies
- to consider and keep under review the impact and implementation of arrangements for the effective supervision of building maintenance and minor works
- to discuss problems and reservations arising from the audit and liaise with the Trust Board Audit and Risk Committee as requested to consider and keep under review the impact, implementation and effectiveness of internal control systems
- to identify and keep under review proforma risk matters to inform the Academy specific risk register
- to review the Risk Reports received by the Regional Board from the LGBs and reporting to the Regional Board as appropriate
- 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 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:

- facilitate good communication between the Trust Board and the Local Governing Bodies in relation to risk and financial probity
- ensure the credibility and objectivity of financial reporting
- strengthen the independence of the audit function
- improve the quality of the accounting and auditing functions.