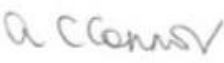


St Joseph Catholic Multi Academy Trust

SCHEME OF DELEGATION

COMMITTEE TERMS OF REFERENCE: EDUCATION AND SCHOOL IMPROVEMENT

Presented & Approved by Trust Board	7 th January 2022
Signed by Chair of Trust Board	
Name of Chair of Trust Board	Ann Connor
Date	7 th January 2022
Version	1
Date of Next Planned Review	January 2023

COMMITTEE TERMS OF REFERENCE: EDUCATION AND SCHOOL IMPROVEMENT

1. The Directors have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Directors, enabling a quorate decision to be made.
2. Details of the committees established by the Trust are noted in the Trust's Structure Chart appended to the Scheme of Delegation.
3. The following functions may be delegated to any committee dealing with standards (including governance), school improvement and intervention.
4. The primary purpose of the committee is to monitor the effectiveness of those with executive responsibility for the tasks noted and to provide a perspective on such matters to the Board.

Standards

5. To consider any appropriate curriculum priorities to be implemented across the Trust.
6. To ensure that any statutory and Diocesan requirements relating to key policies on academy aims, special needs, sex education, charging, religious education, collective worship, attendance and behaviour are implemented.
7. To assist the Chief Executive Officer and the Headteachers of the Academies, as appropriate, in the formulation of statutory policies. Any statutory policies must be ratified by the Trust Board.
8. To review the performance of the Academies against agreed Key Performance Indicators.
9. To support the Trust Board with the development of an action plan for the Academies which identifies agreed priorities and targets for improvement, focusing specifically on both standards and resource planning.
10. To work with the Chief Executive Officer and the Headteachers in developing the awareness of the Local Governing Body of the Academy's curriculum priorities.
11. Assess the performance of the Academies as a group, developing a benchmarking tool which can be used to drive further improvements, advising the Trust Board on the effectiveness of this and liaising with the Diocesan Schools Department to implement any Diocesan guidance or advice.
12. Seek to identify areas where greater collaboration between the Academies can improve standards and outcomes.
13. With the assistance of the Chief Executive Officer and the Diocesan Schools Department, carry out periodic reviews of the standards of teaching and learning in each of the Academies.
14. To review and recommend to the Trust Board personnel procedures such as recruitment, redundancy, discipline, grievance, capability and pay policies, having regard at all times to any guidance issued by the Catholic Education Service.
15. To review employment practices of the Trust, recommending to the Trust Board adoption of new practices where appropriate.

16. To ensure that the employment and personnel functions of the Trust remain in line with legal requirements and the conduct of a good employer.
17. To support the Local Governing Bodies in reviewing the staffing structure and pay incentives of the Academies from time to time, working with the Chief Executive Officer and the Headteachers and the appropriate management teams, ensuring that the Trust structure maintains high performing academies.
18. To ensure there is a suitable and effective appeals procedures for HR matters.
19. To work with the Chief Executive Officer in engaging with the trade unions and maintaining good industrial relations, calling on the support of the Diocesan Schools Department when needed.
20. To draft and keep under a review a policy statement on staff consultation for approval by the Trust Board and to undertake any formal consultations on personnel matters.
21. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that all staff are informed of them.

Governance

22. In consultation with the Diocesan Schools Department, to monitor the effectiveness of the Scheme of Delegation and to consult with staff and the Local Governing Bodies where change is advisable or has been recommended by the Diocesan Schools Department.
23. In collaboration with the Diocesan Schools Department, to develop and implement a programme of Director and Governor training.
24. To undertake a regular skills audit of both the Trust Board and each of the Local Governing Bodies and making appropriate recommendations to the Trust Board for appointments and removals where necessary.
25. To vet all nominations for appointments to the Local Governing Bodies
26. To support the Chairs of the Local Governing Bodies to ensure they are working effectively.
27. To develop and support the adoption of best practice in governance at all levels in the Trust, having regard to any advice and guidance of the Diocesan Schools Department.
28. In consultation with the Diocesan Schools Department, to advise the Trust Board on any intervention at Local Governing Body level where there has been a break down in governance.
29. To advise and lead on the appointments of clerks to the Trust Board and the Local Governing Bodies and to support their training to ensure they are knowledgeable about the governance arrangements within the Trust.