

Hartismere Family of Schools 2023/24



**Terms of Reference:
Members, Trustees, Committees and Local Governing Bodies (LGBs)**

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Introduction

The Board of Trustees is required to approve a governance structure for the Trust, which must be:

- compliant with DfE requirements, company and charity law;
- scalable and adaptable to growth or change within the Trust;
- reviewed annually by the Trustees or as required in response to significant change.

The governance structure complies with the Academy Trust Handbook and the Articles of Association. All members, trustees and local governors must adhere to the 'Nolan Principles' of public life which are:

- **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so to gain financial or other benefits for themselves, their family or their friends.

- **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

- **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

- **Honesty**

Holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- **Leadership**

Holders of public office should promote and support these principles by leadership and example.

The Members Terms of Reference

- To agree constitutional matters, including procedures where the Trustees have discretion
- Recruitment and appointment of Members and Trustees
- Appointment and removal of the Chair and Vice Chair
- To suspend a Member, Trustee or Local Governing Body member
- To establish the committees of the Trustees and Local Governing Body and their terms of reference
- To decide which functions of the Trust will be delegated to committees, groups and individuals
- To review the delegation arrangements annually
- Securing the highest standards of accountability from the Trustees for the provision of all pupils in the Trust
- Holding the Board of Trustees to Account for performance and standards within academies
- To hold at least one Members' meeting each year

The Trustees Terms of Reference

- Delivering the charitable objectives of the Trust.
- Strategically controlling the organisation and managing the charitable assets.
- Ensuring compliance with the Trust's duties under company law and charity law and agreements made with the DFE including the funding agreement.
- Ensuring the solvency of the Trust company and charity and safeguarding its assets and delivering its charitable outcomes.
- Taking advice from the Finance and Audit Committee, ensure there is an appropriate, reasonable and timely response by the trust's management team to findings by external auditors, taking opportunities to strengthen systems of financial management and control.
- Ensuring the continued charitable status of the Trust.
- Setting key strategic objectives and targets and reviewing performance against these.
- Determining the Trust development plan.
- To receive and approve a balanced budget plan
- The approval of all statutory policies that within the Trust.
- Ensuring that the year-end accounts are approved, submitted and published in accordance with the Academy Trust Handbook.
- The appointment or dismissal of the Chief Executive Officer or Headteachers within the Trust
- To receive Professional Development Review Report for the CEO and Headteacher. To consider objectives and targets set and any recommendations for pay increase.
- To review and discuss Gender Pay Gap report for the Trust in accordance with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. To ensure the report is published on the Trust website along with a robust action plan and is also submitted on the government's reporting website.
- To appoint or remove a Clerk to The Trustees
- To appoint or remove a Clerk to each committee
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by The Trustees is necessary and in particular to receive the report of the LGB's in relation to Pupil Outcomes, the Quality of Teaching and Learning and Behaviour and Safety in the respective schools
- Intervening as appropriate in any Academy at risk of underperformance.
- To make arrangements to monitor the 'well-being' of staff, keeping under review the work/life balance of all staff
- To hold at least three Trustees' meetings a year

The Role of the Chair of the Trustees & Members

- Ensure the strategic direction of the Trust whilst offering effective support and challenge at all levels of the organisation
- To ensure the business of the Board is conducted properly, in accordance with legal requirements
- To ensure any decisions taken are done so in accordance with the scheme of delegation
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available
- To ensure that all attendees have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Chief Executive Officer and Headteachers within the Trust based on trust and mutual respect for each other's roles
- The Chair has an important role in ensuring that the Members/Trustees act as a sounding board to the Chief Executive Officer and Headteachers within the Trust and provides strategic direction
- Exercise emergency powers as and when required

Disqualification – the Executive Headteacher, Staff, Trustees, Pupils, Staff Members

The Role of the Chief Executive Officer and Trust Accounting Officer

The Chief Executive Officer will ensure that all the academy trusts property and assets are under the control of the Trustees and measures are in place to prevent losses or misuse and give assurances of high standards and probity in the management of public funds.

- Ensure the strategic direction of the Multi Academy Trust
- Offer effective support and challenge to executive staff and school leaders
- To ensure the business of the Board is conducted properly, in accordance with legal requirements
- To ensure any decisions taken are done so in accordance with the scheme of delegation
- To establish and foster an effective relationship with the Chair of the Board, Chair of the Local Governing Bodies and Headteachers within the Multi Academy Trust based on trust and mutual respect for each other's roles.
- To effectively deploy the staff and resources of the trust as required
- To provide a written report on areas of responsibility to the Trust Board on at least a termly basis
- To ensure any decisions taken are done so in accordance with the scheme of delegation

The Role of the Trust Chief Finance Officer

The Chief Finance Officer will ensure that sound and appropriate financial, governance and risk management arrangements are in place, preparing and monitoring of budgets and ensuring the delivery of annual accounts.

- Support the strategic direction of Multi Academy Trust
- Offer effective support, advice and guidance to the Chief Executive Officer, Board and Local Governing Bodies
- Manage the Academy budgets ensuring sound and effective financial management
- To ensure business transactions of the Board are conducted properly, in accordance with legal and delegation requirements
- To establish and foster an effective relationship with the Chair of the Board, Chief Executive Officer and Headteachers within the Trust based on trust and mutual respect for each other's roles
- To ensure written reports are presented to the Trust Board in line with the requirements in the Academy Trust Handbook
- To ensure any decisions taken are done so in accordance with the scheme of delegation and in accordance with value for money principles
- Offer effective support and training to school admin team

The Role of the Clerk to The Trustees

- To work effectively with the Chair of Trustees, the other Trustees, the Chief Executive Officer and the Headteachers within the Trust to support The Trustees
- To advise The Trustees on Constitutional and Procedural Matters, duties and powers
- To convene meetings of The Trustees
- To attend meetings of The Trustees and ensure minutes are taken
- To maintain a register of members of The Trustees and report vacancies to The Trustees
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by The Trustees from time to time

Disqualification – Trustees, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available
- To ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

The Role of the Clerk to Committees

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available
- To ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none

Members, Trustees and Governors Membership and Details

Membership – As per the Instrument of Government

Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations

Name of Member:	Appointed	Expires
Marion Ravenhill (Chair)	01/09/2010	Until Replacement
Neil Cave	01/12/2012	Until Replacement
Barbara Bailey (Vice-Chair)	01/01/2012	Until Replacement
Sara Michell	01/01/2013	Until Replacement
Christopher Aldous	01/09/2015	Until Replacement
Name of Trustee:	Appointed	Expires
Marion Ravenhill (Chair)	01/09/2010	30/10/2027
Dr John Battersby	01/09/2018	07/12/2026
Christopher Aldous	01/09/2010	04/09/2027
Lee Macdonald	01/09/2010	31/08/2024
Ray Petty	05/06/2023	04/06/2027
Steven Wood	17/07/2023	16/07/2027
James McAtear (Chief Executive Officer)	01/09/2010	Until Replacement

Clerk to the Trustees	Anna Stanley
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Quorum:	One third rounded up (except appointment of Parent Governors and removal of a Chair of Trustees where the quorum is two thirds) and no less than three.
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Leadership Link:	Mrs Deborah Ebbage
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Sub- Committees

The Trust Board will have sub-committees and the membership of the sub-committees will be reviewed and agreed by the Board of Trustees annually. The quorum for each of the committees is three and only members of the committees may vote at committee meetings.

The chair of each committee will have a casting vote in the event of a tie. The committees will meet as often as is necessary to fulfil their responsibilities. The accounting officer (CEO) and other relevant senior staff should routinely attend subcommittee meetings as appropriate to provide information and participate in discussions. The committees may invite attendance at meetings from persons who are not members of the committee such as Academy Headteachers, professional advisors and auditors to assist or advise when appropriate.

The Finance & Audit Committee Terms of Reference

The Finance and Audit Committee has been established to ensure the financial stability of individual academies and the Academy Trust as a whole.

The committee provides financial oversight for the organisation and is responsible for establishing sustainable staffing structures, budget setting, budget planning, financial reporting and the monitoring of internal controls and accountability policies.

The committee is responsible for recommending financial policies, goals, and budgets that support the mission, values, and strategic goals of the organisation. The committee also reviews the organisation's financial performance against its goals and proposes major transactions and programs to the board.

The audit role of the committee is to advise the Trust on the adequacy and effectiveness of the Academies systems of internal control and its arrangements for risk management, control and governance processes and securing economic, efficiency and effectiveness (value for money).

This is an advisory body with no executive powers, however, it is authorised by the Trust to investigate any activity within its terms of reference.

It is authorised to seek any information it requires from any Members, Trustees, Committee of the Trust or employee of the Trust, plus relevant information from sub-contractors and other third parties, all Trust members and employees are directed to co-operate with any request made by this committee.

The chair of trustees should not be the chair of the finance and audit committee.

Employees should not participate as members of the finance and audit committee when audit matters are discussed.

Finance Functions:

- To receive the first formal budget plan of the financial year from the Local Governing Bodies;
- Approve the first formal draft budget plan of the financial year and present to the Board for ratification;
- To establish and maintain an up to date 3 to 5-year financial plan;
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Trustees;
- To ensure that information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust and by constituent academies, is accurate and in compliance with funding criteria;
- To ensure that all schools operates within Financial Regulations;
- To monitor expenditure of all voluntary funds kept on behalf of the Trustees;
- To make decisions in respect of service level agreements;
- To make decisions on expenditure following recommendations from other committees;
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- To advise the Trustees on priorities for the maintenance and development of all schools premises including use by outside users in line with Health and Safety Procedures;
- To oversee arrangements for repairs and maintenance;
- In consultation with the CEO, Business & Estates Manager and Headteachers oversee premises-related funding bids;

Staffing Functions:

- To draft and keep under review the staffing structure in consultation with the Chief Executive Officer and Headteachers;
- To oversee the process and collation of financial information leading to staff reductions and present this information to the Board to make decisions linked to reduction in staffing compliment;

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- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

Audit Function:

Financial Statements/Internal Assurance/Responsible Officer:

- Advise the Multi Academy Trust on the appointment, reappointment, dismissal and remuneration of the Internal Assurance/Responsible Officer service.
- Agree the work programme of the Internal Assurance/Responsible Officer that provides coverage across the year.
- Consider the reports of the Internal Assurance/Responsible Officer and, when appropriate, advise the Board of material control issues.
- Monitor the implementation of agreed recommendations relating to Internal Assurance/Responsible Officer reports
- Review the adequacy of Trust's Risk Management Policy and Procedures and regularly review the risk register. Use the Risk Register to inform the programme of internal scrutiny work, ensuring checks are modified as appropriate each year.
- Monitor the implementation of Risk Management Action Plans.
- Determine whether appropriate accounting methods are being applied.
- Consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
- Discuss with management and with the external auditor all proposed major changes in accounting policy, the presentation of all large risks or uncertainties and all estimates or judgements of management that may be material to financial reporting.
- Question management and the external auditor regarding significant financial recording or presentation issues that were discussed during the accounting period and the manner of their resolution.
- Examine the audited annual financial statements in conjunction with the management report of the external auditor, with particular reference to whether the statements:
 - Properly reflect the significant accounting policies selected;
 - Reflect estimates and other financial statement elements that are reasonable and consistent.
 - Adequately disclose all major transactions and issues;
 - Disclose all post year-end significant events, and are understandable, relevant, reliable and comparable.

External audit:

- Determine whether the performance of the external audit is satisfactory and effective and meets the requirements of all schools within Trust. Considerations may include:
 - The auditor's sector expertise
 - Their understanding of the Trust and its activities
 - Whether the audit process allows issues to be raised on a timely basis at the appropriate level
 - The quality of auditor comments and recommendations in relation to key areas
 - The personal authority, knowledge and integrity of the audit partners and their staff to interact effectively with, and robustly challenge, the Trust's managers
 - The auditor's use of technology
- Provide an annual report of the Committee's conclusions to advise the Board of Trustees and Members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration;
- If the Committee recommends replacement, evaluate candidates for the appointment;
- Review all issues related to any change of external auditor and the planned steps for an orderly transition;
- Reviewing the terms of the external auditor's engagement, and the appropriateness and reasonableness of the proposed audit fees;
- Review the post-audit or management letters containing the recommendation of the external auditor and reviewing management's response and subsequent follow up to all identified weaknesses.
- To meet or receive correspondence from the external auditors in private at least once a year to ensure that there are no unresolved issues of concern and that full cooperation has been received.

Other responsibilities:

- Review the Trust's arrangements in respect of whistleblowing and anti-fraud and corruption and make recommendations as necessary.

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- Ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, including being notified of all cases
- Review the status of pending or threatened material litigation.
- Draw to the attention of the Trustees all financial matters of which the Committee has knowledge and which may materially affect the current or future position of all schools within Trust.
- Determine whether systems are in place to identify and monitor major business risks.
- Verify the establishment of policies and procedures for monitoring compliance with applicable laws and with the School's policies as to authorisation of expenditures, leases and contracts and otherwise, and ascertain their adequacy and levels of compliance.
- Endeavour to identify to the Board matters that expose Trustees to claims for which Trustees could be held personally liable.
- Ascertain whether any Conflict of Interest guidelines are strictly complied with, and ensure that Trustees and Senior Management have submitted an annual return to confirm whether or not they have had any related party transactions with the school during the previous year.

Trustees' Finance & Audit Committee Membership and Details

Name of Member:	Office	Expires
Dr John Battersby	Chair	07-12-2026
Marion Ravenhill		30-10-2027
Christopher Aldous		04-09-2027

Clerk to the Finance & Audit Committee	Anna Stanley
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The Performance & Steering Committee Terms of Reference

- To meet to agree the work of The Trustees and the LGB for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for The Trustees and LGB and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by The Trustees or Members
- Together with the School Improvement Partner to carry out the CEO and Headteacher's Professional Development review setting objectives and targets for the academic year ahead and ensuring the degree of challenge has been taken into account.
- Ensuring that the pay of the CEO is defensible relative to the public sector market and that the rationale behind the decision making reflects value for money and is recorded and retained in accordance with the Academies Trust Handbook.
- Recommending to the Trustees any proposed pay increase for formal discussion and approval
- To meet at least annually and thereafter as required

Trustees' Performance & Steering Committee Membership and Details

Name of Member:	Office	Expires
Marion Ravenhill	Chair	Until Replacement

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Barbara Bailey	Vice-Chair	Until Replacement
Christopher Aldous		Until Replacement
Clerk to the Committee		Appointed by the committee chair

Local Governing Bodies Terms of Reference

- To provide challenge to the school's Leadership team in regard to its policy on Teaching and Learning
- To oversee the School's Improvement Plans as these relate to Teaching and Learning and to Pupil Outcomes
- To provide the main delegated forum for accountability and challenge in respect to the school's academic performance
- To receive externally generated reports about the School's performance as these relate to achievement and teaching and learning
- To receive internally generated reports from the school itself as these relate to the monitoring of teaching and learning, achievement, homework, the quality of feedback and assessment and the Sixth Form
- To oversee arrangements for individual Governors or Trustees to take a leading role in specific areas of provision, e.g. quality of teaching, Literacy, Numeracy and the use of ICT. To receive regular reports from them and advise The Governors accordingly
- To oversee the Executive Headmaster's work in relation to the school's curriculum and the statutory requirements relating to this
- To ensure that the Executive Headmaster has developed policies relating to statutorily required areas of school e.g. Child Protection and Special Educational Needs
- To provide support and challenge to the School's Improvement Plans as these relate to Community related issues e.g. the school's work with colleges and with its partner primary schools
- To receive externally generated reports as these relate to community related issues e.g. 'looked after children'
- To receive internally generated reports relating to community issues e.g. on 'attendance', 'behaviour' and 'Equalities'
- To oversee arrangements for individual Trustees or Governors to take a link role in specific areas of provision, e.g. spiritual, moral, social and cultural aspects of the school's curriculum; pastoral care, and behaviour
- To consider the views of staff, parents and students on a range of issues affecting the life of the school
- To oversee arrangements the school makes for the care guidance and support of students
- To oversee arrangements for the school's working with other educational establishments and employers
- In consultation with the Headteacher and Finance Officer to draft the first formal budget plan of the financial year;
- Approve the first formal draft budget plan of the financial year and present to the Finance & Audit Committee for ratification;
- To establish and maintain an up to date 3 to 5-year financial plan;
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Trustees;
- To oversee arrangements for repairs and maintenance;

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Local Governing Body: Hartismere

Name of Governor:	Office	Appointed	Expires
Richard Hewitt (Chair)	Community Governor	01/09/2022	31-08-2026
Peter Lewis	Co-opted Governor	21/11/2023	20/11/2027
Peter McEwan	Co-opted Governor	21/11/2023	20/11/2027
Barbarette Mortimer	Co-opted Governor	21/11/2023	20/11/2027
Andrew Nutt	Community Governor	01/09/2022	31/08/2026
Ian Portway	Appointed by board	01/09/2022	31-08-2026
Claire Jones	Elected by school staff	01/09/2019	31/08/2027
Rachel Petty	Elected by school staff	01/09/2023	31/08/2027
Sarah Gray	Co- Headteacher	28/02/2022	Until replacement
Geoff Luxton	Co-Headteacher	28/02/2022	Until replacement

Clerk to the Committee	Gail Clay
Quorum: one half of the membership of the governing board, excluding any vacancies (rounded up to the nearest whole number).	

Local Governing Body: Benjamin Britten

Name of Governor:	Office	Appointed	Expires
Melanie Dobromylskij (Chair)	Appointed by board/ community Governor	27/02/2020	26/02/2028
Jonathan Dack	Parent Governor	05/06/2023	04/06/2027
Sarah Jarrett	Parent Governor	27/02/2020	26/02/2028
Scott Wylie	Parent Governor	06/07/2022	05/07/2026
Nic Bennett	Parent Governor	11/10/2023	10/10/2027
Lianne Willimott	Parent Governor	11/10/2023	10/10/2027
Nikola Low	Parent Governor	11/10/2023	10/10/2027
Lynette Culverwell	Co-opted Governor	17/07/2023	16/07/2027
Gaynor Clipsham	Staff Governor	03/10/2023	02/10/2027
Anna Ridley	Co-Headteacher	05/06/2023	Until replacement
Imogen Thurbon	Co-Headteacher	05/06/2023	Until replacement

Clerk to the Committee	Anna Stanley
Quorum: one half of the membership of the governing board, excluding any vacancies (rounded up to the nearest whole number).	

Local Governing Body: Woods Loke

Name of Governor:	Office	Appointed	Expires
Phil Humphrey	Chair	17/12/2013	16/12/2022
Alison Norman	Staff	01/09/2022	31/08/2026
Sarah Barrett	Staff	13/10/2022	12/10/2026
Nicola Rowland	Appointed by board/ Community Governor	19/10/2021	18/10/2025

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Mark Whittington-Buckley	Appointed by board/ Community Governor	13/10/2022	12/10/2026
Karim Massid	Appointed by board/ Community Governor	02/02/2023	01/02/2023
Michaela Randlesome	Parent Governor	13/10/2022	12/10/2026
Charlotte Smith	Parent Governor	14/12/2023	13/12/2027
Julian Battisto	Parent Governor	30/09/2021	29/09/2025
Ellen Wicks	Parent Governor	13/10/2022	12/10/2026
Joel Crawley	Headteacher	01/04/2018	Until replacement

Clerk to the Committee	Paul Widdowson
Quorum: one half of the membership of the governing board, excluding any vacancies (rounded up to the nearest whole number).	

Local Governing Body: Somerleyton

Name of Governor:	Office	Appointed	Expires
Jon Baldry (Chair)	Co-opted Governor	23/09/2021	22/09/2025
Emily Marsden	Co-opted Governor	01/09/2021	31/08/2025
Chris Reynolds	Co-opted Governor	01/01/2019	31/12/2022
Dr Rachel Stanley	Parent Governor	01/01/2019	31/08/2022
Francine Butler	Appointed by Board	26/01/2023	25/01/2025
Oliver Clifford	Headteacher	01/09/2021	Until replacement

Clerk to the Committee	Fay Springall
Quorum: one half of the membership of the governing board, excluding any vacancies (rounded up to the nearest whole number).	

Trustees' Hearings Committee Terms of Reference

- To make any decisions under The Trustees' personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action
- To make any decisions relating to any member of staff other than the Chief Executive Officer, under The Trustees' personnel procedures (unless delegated to the Chief Executive Officer)
- To make any determination or decision under The Trustees' General Complaints Procedure for Parents and others
- To make any determination or decision under The Trustees' Curriculum Complaints Procedure, in respect of National Curriculum disapplications and the operation of The Trustees' charging policy

Trustees' Hearings Committee Membership and Details

Membership – Those eligible from Members, Trustees and Governors as a pool from which 3 members (with

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1 reserve) will serve to consider particular cases.

Disqualification – The Executive Headteacher

Chair of the Committee:	Elected by the sitting committee
Clerk of the Committee:	Appointed by the committee chair

Trustees' Appeals Committee Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee
- To consider any appeal against a decision short of dismissal under The Trustees' personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy

Trustees' Appeals Committee Membership and Details

Membership – Those eligible from Members, Trustees and Governors as a pool from which 3 members (with 1 reserve) will serve to consider particular cases.

Disqualification – The Executive Headteacher, Chair of Trustees

Chair of the Committee:	Elected by the sitting committee
Clerk of the Committee:	Appointed by the committee chair

Trustees' Pupil Discipline Committee Terms of Reference

- To consider representations from parents in the case of exclusions of 5 days or less (Committee may not re-instate)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held between 6th and 50th school days after receiving notice of the exclusion)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (meeting to be held between 6th and 15th school days after receiving notice of the exclusion)
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to The Trustees.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Executive Headmaster

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Trustees' Pupil Discipline Committee Membership and Details

Membership – Those eligible from Trustees, Members and Governors from any school as a pool from which 3 members (with 1 reserve) will serve to consider particular cases.

Disqualification – The Chief Executive Officer, any member of staff and any Governor with prior knowledge of the pupil or the incident.

Chair of the Committee:	Elected by the sitting committee
Clerk of the Committee:	Appointed by the committee chair

Trustees' Admissions Committee Terms of Reference

- In consultation with the Executive Headteacher to consider the application of the School's Admission Code and the School's Admission Appeals Code to the School's policy and practice.
- To develop and submit the Schools Admission Policy to The Trustees for potential approval.
- To consider the application of the Admission Policy to the applications received for pupils in Year 6.
- To consider and decide upon the application of the School's oversubscription criteria to any waiting lists or further applications for a school place.
- To liaise with the Local Authority as part of the Co-ordinated Admissions scheme.
- To lead consultations on the School's Admissions Policy on behalf of The Trustees

Members & Trustees' and LGB Admissions Committee Membership and Details

Membership – Those eligible from Trustees, Members and Governors from any school as a pool from which 3 members (with 1 reserve) will serve to consider particular cases.

Chair of the Committee:	Elected by the sitting committee
Clerk of the Committee:	Appointed by the committee chair