

Elveden Schools Trust

Recommendations on Committee Structure and Terms of Reference 2024-25



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The Role of the Chair of the Trust Board

- To ensure the business of the trust board is conducted properly, in accordance with legal and DFE delegation requirements including the Academies Financial Handbook..
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all trustees have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the CEO based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the trust board acts as a sounding board to the CEO and provides strategic direction.

Disqualification – the CEO, CFO, Staff Governors, Pupils, Staff Members

The Role of the Clerk to the Trust Board

- To work effectively with the Chair of the trust board, the other trustees and the CEO to support the board.
- To advise the trust board on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the trust board
- To attend meetings of the trust board and ensure minutes are taken
- To maintain a register of members of the trust board and report vacancies to the board.
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the trust board from time to time

Disqualification – Trustees, Members, the CEO.

The Role of the Chair of the Local Academy 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, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – Head Teacher/Head of School, staff committee member.

The Role of the Clerk to the Local Academy Committee

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken
- To perform such other functions with respect to the Committee as may be determined by the committee members from time to time

Disqualification – the Headteacher/Head of School, staff committee member.

The Trust Board

The Trust Board needs to take a strategic role, act as a critical friend to the school and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

Members of the trust's responsibilities are detailed below.

Terms of reference:

To agree constitutional matters*, including procedures where the trust board has discretion set out in the scheme of delegation.

To recommend new trustees as vacancies arise.

To appoint new trustees*.

To hold at least three trust board meetings a year.

To appoint or remove the Chair*.

To appoint or remove a Clerk to the trust board.

To establish the committees of the trust board and their terms of reference.

To appoint the Chair of any trust committee (*if not delegated to the committee itself*).

To appoint or remove a Clerk to each committee.

To suspend a trustee.

To decide which functions of the trust board will be delegated to committees, groups and individuals

To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the trust board is necessary.

To approve the first formal budget plan of the financial year for all schools in the trust and the trust budget.

To review the delegation arrangements annually.

To agree, by early in the previous summer term, the programme of work and calendar of meetings for the trust board 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 consider recommendations made by committees with regard to the working of the trust board.

To establish and keep under review a protocol for the trust board based on the Nolan principles.

To establish and keep under review arrangements for Governors' visits to school

To oversee arrangements for trustee involvement in formulating and monitoring the School Development Plan and Trust Development Plan.

To establish exceptional working arrangements where particular circumstances, arise e.g., a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection

***These matters are the responsibility of the Members of the board and cannot be delegated.**

Disqualification – The following functions **CANNOT** be delegated to an **individual**:

Functions relating to:

- The alteration, closure or change of category of maintained schools
- The approval of the first formal budget plan of the financial year
- School discipline policies
- Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

Membership – As per the Instrument of Government**Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations**

These terms of reference agreed by the Trust Board	
Name of Trustee	End of term of Office
Lorna Rourke	Ex Officio (Chief Executive Officer)
Lynne Proudlock	09/09/2028
Lily Maguire	09/09/2028
Craig Smith	09/09/2028
Tim Kenworthy	09/09/2028
Rev. Paul Tams	09/09/2028
Tamsin Minty	09/09/2028
Helen Robertson	09/09/2028
Sonia Radley	09/09/2028
Angela Dauny	09/09/2028
Caroline Sadler	09/09/2028

Chair of the Trust Board	Lynne Proudlock
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Vice-Chair of the Trust Board	Tamsin Minty
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Clerk (s) to the Governing Body	Schools Choice
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Quorum:	One half of the number of Trustees in post
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Trust Board- Finance, Audit and Risk Committee

Terms of reference:

Meetings and Minutes

- A minimum of six per year, or as required throughout the school year.
- Minutes are to be completed in draft no longer than 5 working days after the meeting takes place. Approval by Chair of Committee to be completed 5 working days after receiving minutes.

Responsibilities

- to maintain an oversight of the Academy Trust's financial, governance, risk management and internal control systems
- to report findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the trust's annual reporting requirements.

Accountability

- A report (written or verbal) will be presented to the next board meeting. This will include all decisions made under delegated powers by the Committee, and recommendations where there is no delegation.

Authority

- The Committee is a Committee of the Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- the Audit and Risk Committee is authorised to
 - request any information it requires from any employee, external audit, internal audit, or other assurance provider.
 - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

Composition

- **The chair of trustees should not be chair of the Finance, audit and risk committee.**
- Where the audit and risk committee is combined with another committee, employees should not participate as members when audit matters are discussed.
- At least one member of the audit and risk committee should have recent or relevant accountancy, or audit assurance, experience.
- Any trustee may attend a meeting of the finance, audit and risk committee, including those who are not members of the finance, audit and risk committee.
- until otherwise determined by the board of trustees, a quorum shall consist of 3 members of the committee.

REMIT

Financial policy and planning

- To review, adopt and monitor the schools Financial Regulations which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, CEO, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy
- To establish and maintain a three-year financial plan, taking into the account priorities of the schools Development Plan, roll projection and signals from central government regarding future years' budgets, within the constraints of available information.
- To draft and propose to the board for adoption an annual school budget taking into account the priorities of the School/Academy Development Plan.
- To make decisions in respect of service level agreements and all major contracts
- To monitor trust insurances and any claims
- To monitor non-pupil funds and letting income

- To monitor payroll expenditure
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher/Head of School.
- To monitor the management of assets as per the asset register, including the maintenance, repair and disposal of assets in line with the scheme of delegation.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plans.
- To receive monthly financial monitoring reports from the CFO
- To report back to each meeting of the board and to alert them of potential problems or significant anomalies at an early date.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the schools.
- To review, complete and submit the Academies Resource Management Self-Assessment Tool
- To undertake any remedial action identified as part of the self-assessment tool.
- To complete annual financial benchmarking
- To approve pay awards for staff from the recommendations by the Headteacher/Local Academy Committee.

HR

- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation and that all relevant HR policies are up to date and followed.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the trust board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.

Reporting

The Finance, Audit and Risk Committee will:

- report back to the Trust Board regularly every term.
- provide an annual summary report provided by the internal scrutineer / auditor and areas reviewed by internal scrutiny / audit covering key findings, recommendations, and conclusions

Coverage

The Committee will:

- advise the board on the effectiveness and resources of the external/internal auditors or scrutineers to provide a basis for their reappointment, dismissal, retendering, or remuneration. Considerations may include:
 - the auditor's/scrutineer'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/scrutineer comments and recommendations in relation to key areas
 - where relevant the personal authority, knowledge and integrity of audit partners and their staff to interact effectively with, and robustly challenge, the trust's managers
 - the auditor's/scrutineer's use of technology
- ensure there is coordination between internal audit/scrutiny and external audit and any other review bodies that are relevant
- consider the reports of the auditors/scrutineers and, when appropriate, advise the Trust Board of material control issues.
- encourage a culture within the trust whereby each individual feels that he or she has a part to play in guarding the probity of the Trust, and is able to take any concerns or worries to an appropriate member of the management team or in exceptional circumstances directly to the Board of Trustees
- provide minutes of all Audit and Risk Committee meetings for review at board meetings

External Audit

- Review the external auditor's plan each year
- Review the annual report and accounts

- Review the auditor's findings and actions taken by the trust's CEO and CFO in response to those findings
- Produce an annual report of the committee's conclusions to advise the board of trustees and members.

Internal Scrutiny

- Take delegated responsibility on behalf of the board of trustees for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the trust is complying with the overall requirements for internal scrutiny, as specified in the Academies Financial Handbook.
- Conduct a review of the risk register for the trust at least termly.
- Agree an annual programme of internal scrutiny / audit, which is objective and independent, covering systems, controls, transactions, and risks.
- Advise the trustees on the adequacy and effectiveness of the trust's systems of internal control, governance, and risk management processes,
- Consider the appropriateness of executive action following internal audit/internal scrutiny reviews and to advise the board on any additional or alternative steps to be taken
- Oversee the annual review of the trust's risk register

All Relevant Policies:

- Accessibility Plan
- Admissions Policy
- Best Value Statement
- Charging and Remissions
- Data Protection
- Equality
- Financial Regulations
- Freedom of Information Publication Scheme
- Reserves Policy
- Investment Policy
- Whistleblowing Policy
- Gifts and Hospitality Policy
- All HR policies: Grievance, capability.

Membership-At least four trustees plus CEO. In addition, the board may appoint associate members to the Committee to draw on expertise and experience both inside and outside the school. The Accounting officer, the CFO and the Head of Internal Audit will attend meetings of the Committee.

Disqualification- Any relevant person employed to work at the school other than as the CEO, when the subject for consideration is the pay or performance review of any person employed to work at the trust.

These terms of reference agreed by the Governing Body	10/09/2024
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Name of Governor	Date Appointed to the Committee
Tamsin Minty	10/09/2024
Tim Kenworthy	10/09/2024
Angela Dauny	10/09/2024
Helen Robertson	10/09/2024

Chair of the Group	Tamsin Minty
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Clerk to the Committee	Schools' choice
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Quorum	3
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Date Group established	10/09/2024
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Trust Board- Standards and Ethos Committee

Terms of reference:

Meetings and Minutes

A minimum of three per year, usually once per term, or as required throughout the school year.
Minutes are to be completed in draft no longer than 5 working days after the meeting takes place.
Approval by Chair of Committee to be completed 5 working days after receiving minutes.

Accountability

A report (written or verbal) will be presented to the next board meeting. This will include all decisions made under delegated powers by the Committee, and recommendations where there is no delegation.

REMIT

- To monitor and uphold the Christian ethos of the schools (as appropriate) and ensure its vision, values and mission statement are embedded in the heartbeat of the school.
- To ensure that the vision of the school is at the centre of strategic decision making.
- To ensure the Church of England's vision for education 'Life in all its fullness' is central to school practice in Church of England schools.
- To ensure children receive their entitlement to RE.
- To monitor collective worship as inspiring, inclusive and invitational.
- To monitor and promote children's spiritual development.
- To attend training and support staff in developing the ethos of the school.
- To receive and assess all school data related to the academic performance, behaviour, attendance, wellbeing and personal development of pupils at the school against agreed KPIs
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor, evaluate and hold the school and trust executives to account for rates of progress and standards of achievement by pupils, including any underachieving groups
- To approve the curriculum and ensure it is fit for purpose and compliant with all relevant legislation and monitor its implementation and impact.
- To monitor the accuracy of assessment
- To monitor the active promotion of British values
- To monitor, evaluate and hold the school executive to account for the utilisation and impact of classroom support staff and any other specialist staff utilised to support pupils
- To monitor, evaluate and hold the school executive to account for the impact of the Pupil Premium grant and the progress, attendance and wellbeing of those children benefiting from the Pupil Premium grant or other catch-up funding.
- To approve the annual Pupil Premium Plan and review the impact of the previous years Pupil Premium Plan
- To approve the annual Sports Premium Plan and review the impact of the previous years Sports Premium Plan
- To monitor, evaluate and hold the school executive to account for the impact of SEND provision for those children identified with a SEND, including those who have an Education Health Care Plan.
- Compliance of SEND provision with the SEND Code of Practice
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children, young carers and children with a social worker in their lives) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.

- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted, SIAMS or local school improvement advisers-SEPs), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To annually review the IDSR and review the schools data against national comparisons
- To ensure that all children have equal opportunities.
- To monitor and evaluate the impact of continuing professional development on quality of teaching
- To set priorities for improvement and monitor and evaluate the impact of development plans which relate to the committee's area of operation.
- To advise the Finance, audit and risk committee on the relative funding priorities necessary to deliver the curriculum.
- To monitor EYFS provision and compliance with EYFS legislation

All Relevant Policies:

Behaviour Policy
 Curriculum Policies
 Equality Policy
 Exclusion Policy
 EYFS Policy and statement
 Sex and Relationships Education Policy
 SEND policy and statement
 Support for Pupils with Medical Conditions Policy or similar

These terms of reference agreed by the Governing Body	10th September 2024
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Name of Governor/Associate Member	Date Appointed to the Committee
Lynne Proudlock	10/09/2024
Lorna Rourke	Ex Officio (Chief Executive Officer)
Rev. Paul Tams	10/09/2024
Sonia Radley	10/09/2024
Craig Smith	10/09/2024
Lily Maquire	10/09/2024
Caroline Sadler	10/09/2024

Chair of the Committee	Lynne Proudlock
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Clerk to the Committee	Schools' Choice
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	10/09/2024
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Date of review:	September 2025
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Local Academy Committee

Safeguarding

- The Local Academy Committee has a strategic leadership responsibility for the school's safeguarding arrangements and must ensure that they comply with their duties under legislation. The governing body has a legal responsibility to make sure that there are appropriate policies and procedures in place, which have regard to statutory guidance, in order for appropriate action to be taken in a timely manner to safeguard and promote children and young people's welfare. The governing body will also ensure that the policy is made available to parents and carers by publishing this on the school website or in writing if requested.
- The Local Academy Committee will ensure they facilitate a whole school approach to safeguarding. This means involving everyone in the school and ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development, and that all systems, processes and policies are transparent, clear and easy to understand and operate with the best interests of the child at their heart.
- The Local Academy Committee will ensure that where there is a safeguarding concern school leaders will make sure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems will be in place that are well promoted, easily understood and easily accessible for children to confidently report any form of abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- The Local Academy Committee will ensure that the school contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children and that the school's safeguarding arrangements take into account the procedures and practice of the locally agreed multi-agency safeguarding arrangements in place.
- The Local Academy Committee will ensure that, as a minimum, the following policies are in place to enable appropriate action to be taken to safeguard and promote the welfare of children and young people as appropriate:
 - child-on-child abuse
 - online safety
 - behaviour, including measures to prevent bullying (including cyberbullying, prejudice-based and discriminatory bullying)
 - special educational needs and disability
 - supporting pupils in school with medical conditions
 - staff code of conduct/behaviour policy (which should also include the procedures that will be followed to address low-level concerns and allegations made against staff, and acceptable use of IT, including the use of mobile devices and communications, including the use of social media.)
 - procedure for responding to children who go missing from education, particularly on repeat occasions.
 - safer recruitment
- It is the responsibility of the Local Academy Committee to ensure that staff and volunteers are properly vetted to make sure they are safe to work with the pupils who attend our school and that the school has procedures for appropriately managing safeguarding allegations made against, or low level concerns involving, members of staff (including the headteacher, supply teachers, contractors, and volunteer helpers).
- The Local Academy Committee will ensure that there is a named governor for safeguarding, a Designated Safeguarding Lead (DSL) who is a senior member of the leadership team and has lead responsibility for safeguarding and child protection, and a designated teacher to promote the educational achievement of children who are looked after, or previously looked after, and will ensure that these people have the appropriate training.
- The Local Academy Committee will have regard to their obligations under the Human Rights Act 1998 and the Equality Act 2010 (including the Public Sector Equality Duty).
- The Local Academy Committee will inform Suffolk County Council and the SSP annually about the discharge of their safeguarding duties by completing the safeguarding self-assessment audit.

Premises

- To provide support and guidance for the board and the headteacher/head of school on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the trust board.
- To arrange professional surveys and emergency work as necessary.
- *The headteacher/head of school is authorised to commit expenditure without the prior approval of the trust board in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the CEO at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Asset Management Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing and Recruitment

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Performance Management Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher/Head of school (see below)..
- To recommend to the board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- To recommend to the board annual pay awards in consultation with the Head Teacher
- In consultation with staff, to oversee any process leading to staff reductions.
- To hold exit interviews with staff.

Head Teachers Performance Management

- To arrange to meet with the CEO to discuss the Headteacher's/Head of School's performance targets
- To decide, with the support of the CEO, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Headteacher/Head of School against the targets
- To make recommendations to the Finance, Audit and Risk Committee in respect of awards for the successful meeting of targets set

Disqualification –The Headteacher' Head of School and Staff Governors

Admissions

- To recognise and adhere to the statutory function of the Admissions Authority when considering any admissions matter.
- To decide on the admission of individual children in line with statutory provisions and the school's admission policy where such a decision cannot be delegated to the school's Admissions Secretary.
- To review termly the admission limit for each class.
- To keep an oversight of any Local Authority proposal to name the school in an EHCP and ensure that the school responds to consultations according to statutory guidance and time scales.
- To review admissions arrangements and to make recommendations for changes to the governing body.
- To ensure that the statutory appeals process is adhered to.
- To keep under review the effectiveness of appeal arrangements.
- To keep an oversight of pupil retention.

Curriculum

- To establish the curriculum for the school and monitor its impact through school visits, liaising with subject leads, pupil voice and stakeholder surveys.
- To report on curriculum at academy committee meetings
- To ensure the school ethos permeates throughout the curriculum and the school vision is realised.
- To ensure equal opportunities for all and monitor vulnerable groups.
- Ensure diversity is central to curriculum design.
- To monitor pupil premium spend
- To monitor sports premium spend
- Track the use of High Tariff funding and SEN funding and the impact it has on individuals and groups.
- Ensure extra curricular provision enhances the school offer
- Establish and monitor wraparound care and extended schools provision.
- To track more able provision and performance

Community

- To engage with all stakeholders to enhance the school community
- To proactively identify income generation through grants, fundraising, PTA events
- To promote the school positively in the local community inline with the Nolan principles.
- To oversee lettings of the school building to ensure value for money and risk management
- To develop relationships with stakeholders such as schools, colleges, church, Diocese, LA, DFE.

Hearings

- To make any determination to dismiss any member of staff (*unless delegated to the headteacher/HoS*)
- **To make any decisions under the Academy Committee personnel procedures e.g. disciplinary, grievance, capability where the Headteacher/HoS is the subject of the action***
- To make any decisions relating to any member of staff other than the Headteacher/HoS, under the Academy committee's personnel procedures (*unless delegated to the Headteacher/HoS*)
- To make any determination or decision under the Academy Committee's General Complaints Procedure for Parents and others
- To make any determination or decision under the Academy Committee's Complaints Procedure, in respect of National Curriculum disapplications, and the operation of the trust's charging policy:
- Members of this committee may be required to sit on a hearing committee for another school in the trust
- *Additional items which individual Academy Committees may wish to include*

***Cannot be delegated to an individual**

Membership – not less than 3 members of the Academy Committee

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee)

Disqualification – The Headteacher/HoS, Staff Governor

(It is suggested that only experienced Academy Committee members be appointed to this committee and that the Chair of the academy committee **only if having had prior knowledge of the case**, should not be a member)

Appeals

- 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 Academy Committee's personnel procedures e.g. disciplinary, grievance, capability*

- To consider any appeal against selection for redundancy*
- Any items which individual academy committees may wish to include

***Cannot be delegated to an individual**

Membership – no fewer members than the Hearings Committee

Disqualification – The Headteacher/HoS, Staff Governor
Any members of the Hearings Committee

(It is suggested that only experienced governors be appointed to this committee and that the Chair of the Academy Committee **only if having had prior knowledge of the case**, should not be a member)

Other Areas

- To ensure the school website is fit for purpose
- To ensure compliance with GDPR
- To monitor and support promotion of the school
- To monitor pupil intake and in-year movement of pupils
- To monitor compliance with all data management legislation
- Review the policy list on an annual basis

These terms of reference agreed by the Governing Body	10/09/2024
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Elveden C of E Primary Academy		
Name of Committee Member	DBE/PCC/Parent/Co-opted/Community/staff	Date Appointed to the Committee
Anna Syer	Ex Officio (HoS)	10/09/2024
Nicola Douglas	Foundation	10/09/2024
Zoe Maguire	Staff	10/09/2024
Dr Pauline Lovelock	Foundation	10/09/2024
Leanne Metcalf	Foundation	10/09/2024
Michelle Jermy	Parent	10/09/2024
Andrew Proudlock	Community	10/09/2024

Chair of the Committee	
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Clerk to the Committee	Schools' Choice
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St Edmundsbury C of E Primary Academy		
Name of Committee Member	DBE/PCC/Parent/Co-opted/Community/staff	Date Appointed to the Committee
Frances Parr	Foundation	10/09/2024
Nicola Warwick	Parent	10/09/2024
Stephen King	Community	10/09/2024
Will Bishop	Parent	10/09/2024
Alice Sheepshanks	Foundation	10/09/2024
Andy Miller	Foundation	10/09/2024
Anita Rooney	Foundation	10/09/2024
Lara McMurray	Staff	10/09/2024
Kim Bramley	Ex Officio (Head of school)	10/09/2024

Jill Merriam	Foundation	01/10/2024
Chair of the Committee	Frances Parr	
Clerk to the Committee	Schools' Choice	
Quorum (minimum of 3, committee can determine higher number)	3	
Date Committee established	10/09/2024	
Date of review:	September 2025	

Responsible Officer

Terms of Reference:

The role of the Responsible Officer (RO) is to provide the trust board with an on-going independent oversight of the trust's financial affairs. Most public sector organisations, and a growing number of private sector organisations, are required to have an internal audit service but due to the relatively small size of academies this requirement is thought to be too onerous.

In the absence of an internal audit service, it falls to the RO to provide the trust board with independent assurance that:

- the financial responsibilities of the trust board are being properly discharged.
- resources are managed in an efficient, economical and effective manner.
- sound systems of internal financial control are being maintained and
- financial considerations are fully considered in reaching decisions.

Disqualifications:

-any relevant person employed at the school and not a member of the Finance Committee

These terms of reference agreed by the Governing Body	10/09/2024
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Name	Date Appointed to the Role
Schools' Choice	10/09/2024

Date Role established	10/09/2024
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Date of review:	September 2025
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Delegation of Responsibility to Individuals

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

Terms of reference:

To liaise with the appropriate member(s) of staff/subject leads
 To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
 To regularly report to the Academy Committee on developments and progress within their area of responsibility
 To raise the profile of the area of responsibility when related matters are considered by the Academy Committee
 To attend training as appropriate
Any items which individual Academy Committees may wish to include

Local Academy Committee- Elveden C of E Primary Academy		
Area Of Responsibility	Name of Governor	Liaising with
Child Protection/Safeguarding		DSL/ASLs
SEN	Lynne Proudlock (Interim)	SENCO (Zoe Maguire)
OPAL	Nicola Douglas	Zoe Maguire
EYFS	Nicola Douglas	Molly Westbrook/Danielle Sanders
Wellbeing		Zoe Maguire
English/Elklan		Anna Syer
Maths		Vicki Jennings
Forest Schools	Nicola Douglas	Zoe Maguire
Humanities	Leanne Metcalf	Molly Westbrook
Science	Nicola Douglas	Samantha Goody
Computing		Vicki Jennings
Design Technology		Samantha Goody
Art		Vicki Jennings
Music		Samantha Goody
Languages		Anna Syer
PE		Zoe Maguire
RE/Collective Worship	Pauline Lovelock	Danielle Sanders/Anna Syer
RSE		Zoe Maguire
PSHE		Zoe Maguire
Online safety		Vicki Jennings
Health and Safety	Tamsin Minty (Interim)	Anna Syer
Christian Ethos/SMSC	Pauline Lovelock	Danielle Sanders
Responsible Officer	Schools Choice	CFO (Cat Bond)
HT Performance Management	Lorna Rourke	Academy Committee
Pupil Premium		Anna Syer
More able		Anna Syer
PLAC/LAC		Zoe Maguire

These terms of reference agreed by the Governing Body

10/09/2024

Date Delegation Agreed	10/09/2024
Date of review:	September 2025

Local Academy Committee- St Edmundsbury C of E Primary Academy		
Area Of Responsibility	Name of Governor	Liaising with
Child Protection/Safeguarding	Frances Parr	DSL/ASLs
SEN	Frances Parr	SENCO (Lara McMurray)
OPAL	Will Bishop	Victoria Cooper
EYFS	Frances Parr	Emily Warne
Wellbeing	Will Bishop	Tracy Pelling
English/Eiklan	Stephen King	Victoria Cooper/Emily Warne (phonics)
Maths	Jill Merriam	Kim Bramley
School Council	Jill Merriam	Hazel Carmichael
History	Nicky Warwick	Noleen Peterson
Geography	Nicky Warwick	Gertrud Hood
Science	Frances Parr	Tracey Pelling
Computing	Jill Merriam	Lynsey Heaton
Design Technology	Frances Parr	Emily Warne
Art	Stephen King	Emily Warne
Music	Alice Sheepshanks	Sophie Lambert
Languages	Alice Sheepshanks	Kim Bramley
PE	Will Bishop	Niall Hannan
RE/Collective Worship	Rev Andy Miller	Sophie Lambert
RSE	Frances Parr	Lara McMurray
PSHE	Caroline Sadler	Lara Mc Murray
Online safety	Stephen King	Kim Bramley
Health and Safety	Stephen King	Kim Bramley
Christian Ethos/SMSC	Alice Sheepshanks	Victoria Cooper/Sophie Lambert
Responsible Officer	Schools Choice	CFO (Cat Bond)
HT Performance Management	Lorna Rourke	Academy Committee
Pupil Premium	Frances Parr	Kim Bramley
More Able	Frances Parr	Victoria Cooper
PLAC/LAC	Frances Parr	Victoria Cooper

These terms of reference agreed by the Governing Body	10/09/2024
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Date Delegation Agreed	10/09/2024
Date of review:	September 2025

Meeting Dates for the Academic Year

Elveden Schools Trust Meetings- Trust Board

Date	Start	End	Committee	Meeting	Location
Tue 10 Sep 2024	10:30	12:30	Elveden Schools Trust	Full Trust Board	Elveden Trust House
Tue 17 Sep 2024	09:30	11:30	Standards and Ethos	Standards and Ethos	Elveden Trust House
Wed 23 Oct 2024	09:00	11:00	Finance, Audit and Risk	Finance, Audit and Risk	Elveden Trust House
Thu 5 Dec 2024	10:00	12:00		Chairs' Meeting	
Wed 11 Dec 2024	09:00	11:00	Finance, Audit and Risk	Finance, Audit and Risk	Elveden Trust House
Tue 14 Jan 2025	09:30	11:30	Standards and Ethos	Standards and Ethos	Elveden Trust House
Tue 4 Feb 2025	09:00	11:00	Elveden Schools Trust	Full Trust Board	Elveden Trust House
Wed 12 Feb 2025	09:00	11:00	Finance, Audit and Risk	Finance, Audit and Risk	Elveden Trust House
Thu 20 Mar 2025	10:00	12:00		Chairs' Meeting	
Wed 26 Mar 2025	09:00	11:00	Finance, Audit and Risk	Finance, Audit and Risk	Elveden Trust House
Tue 29 Apr 2025	09:30	11:30	Standards and Ethos	Standards and Ethos	Elveden Trust House
Wed 21 May 2025	09:00	11:00	Finance, Audit and Risk	Finance, Audit and Risk	Elveden Trust House
Tue 10 Jun 2025	09:00	11:00	Elveden Schools Trust	Full Trust Board	Elveden Trust House
Thu 19 Jun 2025	10:00	12:00		Chairs' Meeting	
Wed 25 Jun 2025	09:00	11:00	Finance, Audit and Risk	Finance, Audit and Risk	Elveden Trust House

Local Academy Committee Meetings - School Level

Date
Thur 24 Oct 2024
Thur 13 Feb 2025

Thur 22 May 2025

Times and venue to be confirmed by individual schools.

Schools Choice to provide draft agenda to be finalised by Chair and Head teacher/HoS