

Cardinal Wiseman Secondary School Academy Committee

Terms of Reference

Introduction

Strategy

The Board of Directors of the academy company is responsible for strategy. They set the vision, ethos and strategic direction. They determine the policy and procedures of the academies. They hold the Principals to account for the educational performance of the academies they lead. They monitor the use of the academies' budgets. They monitor, evaluate and review the strategic framework that underpins the running of the academies.

The Board provides for the strategic running of the academies by establishing core committees, devolving responsibilities and delegating tasks to those committees to undertake the key strategic functions required for running all the academies in a collaborative manner. The core committees focus on decision making in relation to strategy, policy and procedures to be implemented across all the academies.

The core committees are:

- CC1 The Finance, Resources and Premises Committee (Including The Audit Committee)
- CC2 The Strategy, People and Organisational Development Committee.
- CC3 The Quality Provision, Performance and Standards Committee.
- Remuneration Committee (Foundation Directors only)

Operational

The Board must establish an Academy Committee for each academy, which provides for the operational running of each academy, drawing on local representation rooted within the academy's staff, parental, parish and neighbourhood communities.

The Academy Committee will: oversee the implementation of the Directors' strategy, policy and procedures; monitor the effectiveness of the management in running the academy in accordance with the Directors' strategy, policy and procedures; and report on the impact of the Directors' strategic framework on the quality of provision, performance and standards of the academy.

Tactical

The Board will establish a Committee of Principals. The Principals form the professional advisory body to provide advice, guidance and support on the Directors' strategic framework, working with the core committees of the Directors. The Board, mainly but not exclusively through its core committees, will seek advice from and delegate tasks to the Committee of Principals and ensure that effective tactics are used to deliver the Directors' strategy and policy across all the academies.

Overall purpose of the committee

- Provide the assurance that the strategy and policies of the Board of Directors' are implemented at a local level in the academy.
- Provide a strong monitoring, evaluation and reporting framework, so the education provided by the academy meets the needs of children in its care.
- Enable the academy to be accountable for building a strong, Catholic collaborative learning community, rooted in the teachings of Christ and his Church and the values of the Gospel, by ensuring the academies form good relationships and effective communication with all stakeholders that benefit the children's learning, formation, attainment and progress.
- Make recommendations to the Board of Directors and to other committees as necessary and appropriate.

Membership

- The membership is defined in the 'Constitution of the Academy Committee' (Section 6) in the Scheme of Delegation¹.
- The table at the back details the numbers, names and status of each member of the Academy Committee.

Quorum

- The Scheme of Delegation states, the quorum for a meeting of the Academy Committee, and any vote on any matter thereat, shall be any one half (rounded up to a whole number) of the total number of Academy Representatives holding office at the date of the meeting.
- The Academy Committee may act notwithstanding any vacancies on its board, but, if the numbers of persons serving is less than three, the continuing persons may act only for the purpose of filling vacancies.

The Chair and Vice Chair of the Committee

- The Scheme of Delegation states that Academy Representatives to the Academy Committee shall each school year, at their first meeting in that year, elect a chairman and a vice-chairman. The chair's position shall always be held by an **Academy Foundation Representative**. An Academy Foundation Representative who is at the time of election already a Director of the company shall be eligible for election as chairman or vice-chairman. The Principal of the academy is not eligible to stand for election as chairman or vice-chairman.

¹ The Scheme of Delegation which is a legally binding document as defined in the Articles of Association used in the Archdiocese of Birmingham.

Chair of committee:

- **Gerald O'Connor**

Vice chair of committee

- **Kevin Shakespeare**

Clerk

- Appointed by the Board of Directors
- In the absence of the clerk, the committee may choose one of its members or another person to clerk the meeting. The Principals do not clerk any meetings of the Board of Directors or any of its committees.
- **Chair.cw@romeromac.com**

Meeting dates for the academic year

- See Romero calendar

Date of review

- Annually: **July 2021**

Agreed at the meeting of the Board of Directors

- Date: **October 2020**

Signed (Chair of the Board of Directors)

- Signature:  Chair of LAC: 

Meetings

- Meetings will be conducted in accordance with the Board of Directors' Code of Practice.

Level of delegated authority (as detailed in following pages)

R = the committee has the delegated authority to make a recommendation to a meeting of the Board of Directors for them to make a decision.

D = the committee has the delegated authority to take a decision and report it to the Board of Directors, as recorded in the minutes of the committee meeting.

Key areas

Function

Level of authority

The Directors shall delegate functions to the Academy Committee that relate to:

- The Catholic life. D
- The day-to-day life of the academy; the health and safety arrangements; the implementation of the academy's curriculum plans; the arrangements for teaching and learning. D
- The culture and traditions of the academy as a unique community with a specific school, parish, community and locality, identity and history. D
- Communication and the appropriate formation of relationships with parents of pupils attending the academy to work with and support them in their role as primary educators of their children. D
- Engagement with the parish priest and local Church and parish community to work with and support them as they contribute to the religious, spiritual, moral, social and cultural formation of the pupils in the school. D
- Relationships with other local schools, agencies and businesses, as well as the wider neighbourhood community that enhances the quality of education provided by the academy for its pupils. D
- Providing evaluative feedback and supporting evidence to the Directors on the impact and effectiveness of both the company's and the academy's collective and individual: aims and objectives; policies; targets; and plans. D

The responsibility for managing the academy’s budget allocation and carrying out any tasks listed in the Scheme of Delegation in accordance with the policies of the Directors (see 7.2 ‘Finance’).

It is important to note that Finance and HR are now centralised so significant support comes from these teams within the Shared Services team based at Cardinal Wiseman. The Financial Scheme of Delegation is available [here](#).

Through the **Continuous Improvement Review** there is the opportunity for support and challenge both from the school to the SST and in return as we work in partnership for the benefit of both staff and pupils in the school

- *In acknowledgement of the receipt by the Company of funds in relation to the Academy, provided by the Secretary of State, donated to the Company and generated from the activities of the Company, the Directors delegate to the Academy Committee the responsibility to provide the assurance that the plan has been implemented at a local level in the academy, with the school budget allocated less an amount to be determined each year by the Directors acting reasonably in order to benefit all the academies working collaboratively.* R
- *The accounts of the Company shall be the responsibility of the Directors. The Finances are centralised and therefore the CFO provides the monthly management accounts providing details of financial performance to the Board. The Academy Committee hold the Principal to account at local level in relation to the finances of the Academy.* R
- *The Academy Committee shall ensure that the school puts proper procedures in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook are observed at all times as well as any requirements and recommendations of the Directors and the Secretary of State.* R
- *The CFO shall inform the Directors and the Founder Member of any need for significant unplanned expenditure and will discuss with the Academy Committee and Directors (and others as the Directors shall require) options for identifying available funding.* R

- *The Academy Committee shall develop appropriate risk management strategies and shall at all times adopt financial prudence in managing the financial affairs of the Company in so far as these relate to the Academy.*
 - *Both the Company and the Academy Committee acknowledge that neither the Diocesan Bishop nor the Diocesan Trustees have any financial responsibility for the Company or the Academy in any situation and that the Founder Member's financial responsibilities are as set out in the Articles.*
- The responsibility for maintaining the buildings and premises of the academy and any tasks listed in the Scheme of Delegation in accordance with the policies of the Directors (see 7.3 'Premises').
 - *Subject to and without prejudice to clause 7.4 [on insurances], the maintenance of the buildings and facilities used in respect of the Academy is the responsibility of the Academy Committee, who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Company (and/or any others) as tenant to the owners of such buildings and facilities.* D
 - *The Academy Committee shall in conjunction with the Directors develop a 5 year estate management strategy to be submitted to the Trustees for their approval that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet the Academy Committee's responsibility to ensure the buildings and facilities are maintained to a good standard.* D
 - *The responsibility for any disposals or acquisitions of land to be used by the Academy will be that of the Company subject always to the approval of the Trustees and in accordance with the Master Funding Agreement.* D
- The responsibility for using all reasonable endeavours to ensure none of the terms of any insurance policies are breached; in the event there may be a breach or a claim the Academy Committee must inform the Directors as stated in the Scheme of Delegation (see 7.4 'Insurances'). D
- The responsibility for the process to appoint staff other than the Principal and Vice Principal and, where the academy is a secondary school, the Head of Religious Education and the Chaplain, in accordance with the policies, terms and conditions, contracts and pay policy of the Board of Directors (see 7.5 'Staff'). D

- The responsibility for the management of all staff employed at the academy and any tasks or requirements as listed in the Scheme of Delegation, including putting in place procedures for the performance management, professional and personal development of staff, including the Principal, of the academy, in accordance with the policies of the Board of Directors (see 7.5 'Staff').

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- The responsibility to do all such things as the Directors may specify as being necessary to ensure that the academy company is meeting its legal obligations in accordance with the policies of the Board of Directors (see 8 'Operational Matters' in the Scheme of Delegation).

8.1 The Academy Committee shall comply with the obligations set out in Appendix B which deals with the day to day operation of the Academy Committee.

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8.2 The Academy Committee will comply with all policies of the Company and the Diocesan Bishop including without limitation those set out in Appendices C to G inclusive (collectively "the Policies") and with any amendments or additions to those Policies and with any additional policies communicated to the Academy Committee from time to time (which once communicated shall become one of the Policies).

8.3 All the Academy Representatives have a duty to act with integrity, objectivity and honesty in the best interests of the Company and the Academy and shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.

8.4 The Academy Committee shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Directors may require from time to time.

8.5 The Academy Committee shall submit to any inspections by the Directors and any inspections pursuant to section 48 of the Education Act 2005 and any additional canonical inspections and visitations of any person appointed by the Directors in consultation with the Diocesan Bishop for the purpose of ensuring that the Academy is being conducted in accordance with canon law and is following the practices and teachings of the Catholic Church and in order to allow the Diocesan Bishop to assess

how well the Academy is being managed in light of the additional responsibilities and expectations of Catholic schools which are academies.

8.6 The Academy Committee shall work closely with and shall promptly implement any advice or recommendations made by the Directors in the event that intervention is either threatened or is carried out by the Secretary of State and the Directors expressly reserve the unfettered right to review or remove any power or responsibility conferred on the Academy Committee under this Scheme in such circumstances.

- The responsibility to carry out any other tasks delegated by the Board of Directors or provide any information requested by the Board or any of its core committees.
- The responsibility to ensure the academy is implementing the Board of Directors' policy, is performing well and achieving high standards, and deal with any **operational matters** regarding the academy's practice in relation to:

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D

- The Catholic life of the school;
- The effective delivery of the curriculum;
- The management of assessment and target setting;
- The effectiveness of teaching and learning;
- Monitoring national assessments, examination and test results, Ofsted data dashboard, and the academy's tracking data on pupil attainment and progress;
- Monitoring the academy's implementation of the Directors' policies on SEND, inclusion, pupil behaviour and discipline, attendance, exclusions, child protection, safeguarding and Pupil Premium;
- Preparation for/ engagement in Section 5, 8 and Section 48;
- Working with parents to improve children's learning, attainment and progress;
- Administration of the Directors' Admissions Policy/ appeals;
- Monitoring the academy's website;
- The management of the Directors' Complaints Policy/appeals;
- Self-evaluation of the academy;
- Monitoring the academy's improvement plan;
- Monitoring their own effectiveness as an Academy Committee;
- Acting in accordance with the Board of Directors' Code of Practice;
- Holding the Principal to account in a relationship of challenge and support.

Appendix 1 Membership

Membership

	Status	Name
Chair	1. Foundation	Gerald O'Connor
Vice Chair	2. Foundation	Kevin Shakespeare
	3. Foundation	Marina Kelly
	4. Foundation	Vivienne Gray
	5. Foundation	Paddy Allaway
	6. Foundation	Vacancy
	7. Foundation	Vacancy
	8. Staff	Laura Burtonwood
	9. Staff	Chris Booth
	10. Parent	Piotr Bloch
	11. Parent	TBC (Vacancy Filled)
	12. Principal	Matt Everett
	Link Director	Brendan Fawcett
	13. Foundation (optional)	
	14. Additional	
	15. Observer	
	16. Observer	
	17. Observer	
	18. Observer	

Please note For Link Director or Co-elected Representatives, the Articles require 8 Foundation reps (Applicable at Sacred Heart and SS Peter and Paul)

Appendix 2 Prayers

Father,

Encourage and sustain us in our endeavour to move forward in partnership for the good of the people you have placed in our care.

In your name, let us befriend, support and encourage each other in the challenge and demands of our shared responsibilities.

Help us to work together in a spirit of charity and cooperation accepting wholeheartedly that it is in collaboration that we best live out your example and best serve our school community.

We make this prayer through Christ Our Lord.

Amen.

Lord Jesus Christ,

Son of the living God, teach us to walk in your way more trustfully, to accept your truth more faithfully, and to share your life more lovingly; that by the power of the Holy Spirit we may come as one family to the kingdom of the Father; Amen

With confidence and trust, we gather in the presence of God who loves us.

In the name of the father who created us; in the name of the son who calls us to the fullness of life and in the name of the Holy Spirit who guides us with wisdom.

Spirit of God,

Guide us with your wisdom as we seek to take responsibility for the education of our young people.

May each of us give generously of our talents growing to know one another.

Show us how to build a community sharing a deep concern and common purpose.

May we find together the inspiration which is and always will be Jesus, Christ Our Lord.

Amen

Father,

We seek the guidance of your Holy Spirit in the business that is before us.

In planning for the future, give us vision;

In matters of finance, give us responsibility;

In dealing with people, give us love.

Help us, and all Christians whatever their settings and circumstances, in all things to honour your name, to advance your kingdom, and to carry out your will.

We ask this through Christ Our Lord

Amen