

# St. Thomas of Canterbury Trust



Thomas Becket  
Secondary



St. Gregory's  
Primary



St. Mary's  
Primary



The Good Shepherd  
Primary

## Terms of Reference for Trust Wide Committees

|                              |   |
|------------------------------|---|
| <b>Committee Name:</b>       | <b>Standards Committee</b>  |
| <b>Type of Committee:</b>    | <b>A standing committee – advises the Trust board as appropriate</b>  |
| <b>Purpose:</b>              | <p>To monitor progress and attainment of all pupils across the school</p> <p>To monitor the progress of vulnerable groups across the school and the extent to which gaps are closing</p> <p>To monitor the impact of actions taken to address underachievement</p> <p>To monitor the quality of teaching and learning and the impact of support and cpd</p> <p>To monitor attendance and the actions taken to increase attendance and reduce persistent absence</p> <p>To inform the Trust Board of; key issues being addressed by individual schools, opportunities for sharing best practice/ developing cpd and leadership across schools in the Trust</p> |
| <b>Scope:</b>                | <p>Attainment and progress across all year groups</p> <p>Attainment and progress of all groups of learners in particular the most able and disadvantaged</p> <p>Attendance and punctuality of students</p> <p>The quality of teaching over time for all members of the teaching staff</p> <p>The use of additional staff in raising standards, reducing persistent absence and raising overall attendance</p> <p>The impact of support and CPD on raising attainment and accelerating progress</p>  |
| <b>Authority:</b>            | <b>The committee will approve Trust wide policies presented by the head teachers as agreed in the schedule supplied.</b>  |
| <b>Membership:</b>           | <b>Chair: Director with responsibility for standards<br/>Head teachers of each school, chair of school committees</b>   |
| <b>Meeting arrangements:</b> | <p>Meetings to take place in between Trust board meetings.</p> <p>In term 1 2016 meetings held monthly.</p> <p>In term 2 2017 meetings held once in 6 weeks</p> <p>In term 3 2017 meetings held once in 6 weeks</p>   |
| <b>Reporting:</b>            | <b>Head teachers to provide requested information report 7 days in advance of the meeting on the agreed school template</b>   |

# St. Thomas of Canterbury Trust



Thomas Becket  
Secondary



St. Gregory's  
Primary



St. Mary's  
Primary



The Good Shepherd  
Primary

|                     |   |
|---------------------|---|
|                     | <p>Where possible Trust wide committee meetings to be clerked by Graham Lampard and minutes sent to those attending and a copy to Alison Hewitt at Thomas Becket for central filing for the Trust</p> <p>Any concerns shared immediately with the trust Board</p> |
| <b>Deliverables</b> | <p>Summary report on standards including the quality of teaching and attendance for each Trust board meeting</p> <p>Impact of actions taken and of support provided regularly reviewed</p>  |

|                           |   |
|---------------------------|---|
| <b>Committee Name:</b>    | <b>Finance and Resources Committee</b>  |
| <b>Type of Committee:</b> | A standing committee - advises the Trust board as appropriate   |
| <b>Purpose:</b>           | <p>To carry out financial management in accordance with the Academies Financial handbook</p> <p>To review monthly budget reports and ensure Management Accounts go to Directors</p> <p>To monitor the upkeep of school premises/buildings</p> <p>To develop and implement a 5 Year Estates Management Plan</p> <p>To ensure compliance with insurance policies</p> <p>Strategic overview of staffing including the appointment and management of staff other than a head teacher, Deputy head teacher in line with procedure</p> <p>Assess viability of extended schools/lettings taking into account taxation threshold for earned income</p> <p>To monitor incidents and accidents involving pupils/staff/governors/ visitors</p> |
| <b>Scope:</b>             | <p>Financial management of the schools within the Trust</p> <p>Review of contracts for efficiency savings</p> <p>Health and safety of premises including school access</p> <p>Monitoring the performance management of staff across the Trust</p> <p>Any proposed restructure of staffing or change to the school day must be presented and approved by the Trust board</p> <p>Arrangements for the recruitment of teaching staff other than those in reserved posts is the responsibility of an individual head teacher and school committee</p>   |

# St. Thomas of Canterbury Trust



Thomas Becket  
Secondary



St. Gregory's  
Primary



St. Mary's  
Primary



The Good Shepherd  
Primary

|                              |  |
|------------------------------|--|
|                              | Approval of individual teachers passing through a threshold and other performance management related issues are dealt with at school committee   |
| <b>Authority:</b>            | The committee will approve Trust wide policies, presented by the head teachers as agreed in the schedule supplied  |
| <b>Membership:</b>           | Chair: Director with responsibility as Accounting Officer for the Trust, head teachers, school budget managers, representative from school committee with responsibility for finance   |
| <b>Meeting arrangements:</b> | Meetings to take place in between Trust board meetings.<br>In term 1 2016 meetings held monthly.<br>In term 2 2017 meetings held once in 6 weeks<br>In term 3 2017 meetings held once in 6 weeks   |
| <b>Reporting:</b>            | Head teachers to provide requested information report 7 days in advance of the meeting on the agreed school template<br>Where possible Trust wide committee meetings to be clerked by Graham Lampard and minutes sent to those attending and a copy to Alison Hewitt at Thomas Becket for central filing for the Trust<br>Any concerns shared immediately with the trust Board |
| <b>Deliverables</b>          | Summary report on finance and resources including performance management progress for each Trust board meeting<br>Impact of actions taken and opportunities for efficiency savings regularly reviewed  |

|                           |  |
|---------------------------|--|
| <b>Committee Name:</b>    | Catholic Life including behaviour and safety   |
| <b>Type of Committee:</b> | A standing committee - advises the Trust board as appropriate.   |
| <b>Purpose:</b>           | To develop opportunities across the Trust for promoting collective worship and strengthening relationships with clergy and parishes<br>To monitor the implementation of school behaviour policies<br>To review the admission policy annually<br>To monitor the attendance of staff |
| <b>Scope:</b>             | To develop the unique identity of schools within the Trust as providers of High quality Catholic education<br>Review practice across the schools in behaviour management including monitoring trends in incidents e.g.   |

# St. Thomas of Canterbury Trust



Thomas Becket  
Secondary



St. Gregory's  
Primary



St. Mary's  
Primary



The Good Shepherd  
Primary

|                              |   |
|------------------------------|---|
|                              | <p>time of day, teachers/ subjects, repeat offenders, vulnerable groups</p> <p>Monitor consistency of practice and experience of pupils and their families across schools in the Trust in relation to behaviour management</p>  |
| <b>Authority:</b>            | The committee will approve Trust wide policies, presented by the head teachers as agreed in the schedule supplied   |
| <b>Membership:</b>           | <p>Chair: Director with responsibility for promoting Catholic life across schools in the Trust</p> <p>Chaplains, representative from school committees with responsibility for Catholic ethos, behaviour leads/senior leader assigned by school</p>   |
| <b>Meeting arrangements:</b> | <p>Meetings to take place in between Trust board meetings.</p> <p>In term 1 2016 meetings held monthly.</p> <p>In term 2 2017 meetings held once in 6 weeks</p> <p>In term 3 2017 meetings held once in 6 weeks</p>   |
| <b>Reporting:</b>            | <p>Head teachers to provide requested information report 7 days in advance of the meeting on the agreed school template</p> <p>Where possible Trust wide committee meetings to be clerked by Graham Lampard and minutes sent to those attending and a copy to Alison Hewitt at Thomas Becket for central filing for the Trust</p> <p>Any concerns shared immediately with the trust Board</p> |
| <b>Deliverables</b>          | <p>Summary report on Catholic life including behaviour management for each Trust board meeting</p> <p>Impact of actions taken and opportunities for efficiency savings regularly reviewed</p>   |