



The
Redstart
Learning Partnership

TRLP Board & Committees: Constitution and Terms of Reference

Agreed by The Board of Trustees: 06 May 2021

Review Date: 08 May 2022

SIGNED: *S Bullough* Date: 06 May 2021

Chairman of the TRLP Board

1. INTRODUCTION

1.1 As a charity and company limited by guarantee, The Redstart Learning Partnership (the "Trust") is governed by a Board of Trustees (the "Trustees" or "Board") who are accountable to the Department for Education and have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of the academies operated by the Trust.

1.2 The following academies are currently operated by the Trust:

1. The Redstart Primary School
2. Buckland St. Mary Church of England Primary School
3. Castle Primary School
4. Holy Trinity Primary School
5. Ashill Community Primary School
6. Minerva Primary School
7. Hatch Beauchamp Church of England Primary School
8. Priorswood Primary School
9. Winsham Primary School
10. Stockland Church of England Primary Academy (from 1st July 2021)

(each one the "Academy" or collectively the "Academies").

1.3 The Board has agreed the following governance structure for TRLP:

- Main Board committees which are established to deal with Trust-wide matters. These are currently
 - The Business and Audit Committee (including Personnel and Pay)
 - The Education Committee
 - The Admissions Committee
- Teaching and Learning Committees (TLCs): schools will have a TLC which may include parents, staff and members of the local community. A single TLC may operate across more than one school. Where appropriate (e.g. Minerva), a Core Group may be set up in the place of a TLC.
- If a school has a Church of England Foundation, they may wish, additionally, to have a separate Ethos Committee to specifically oversee, monitor and develop the Christian ethos, Christian distinctiveness and SIAMS criteria for the school. This is not a requirement as most of the CofE schools within TRLP are small and do not have a sufficient pool of candidates to form an additional committee.

Where the TLC has full responsibility for the monitoring of the foundation elements, this will be specifically set out in the TLC terms of reference.

- 1.4 These Terms of Reference (ToR) set out the constitution, membership and proceedings of the committees the Board has established.
- 1.5 The Trustees will review these Terms of Reference together with membership of committees at least once every twelve months to ensure relevance and effectiveness.
- 1.6 These terms of reference may only be amended by the Trustees. The functions, duties and proceedings of Committees set out in these Terms of Reference shall also be subject to any regulations made by the Board from time to time.

2. Establishing the Committees

- 2.1 The Board has resolved to establish the following Board Committees as committees of the Board as set out in Appendix 1:
 - Business and Audit (B&A)
 - Education (Ed Comm)
 - (Admissions – as required. Trust wide policy decisions on admissions rest with the full Board).
 - (Recruitment & Selection panel. Recruitment and selection of Trustees)

3. Membership of Board Committees

- 3.1 Each Board Committee shall have a minimum of 4 members and maximum of 9 members.
- 3.2 A majority of Board Committee members must be TRLP Trustees.
- 3.3 The Board will appoint and remove all Committee members.
- 3.4 The Board will ensure that Board Committee members have the necessary skills, background and experience to properly fulfil the relevant Board Committee functions.
- 3.5 The current Board Committee members are set out in the register of committee members maintained by the Trust and which are accurate at the date of adoption of these Terms of Reference.

- 3.6 The Trustees recognise the requirements of the Academies Financial Handbook published by the EFSA (the AFH) and that the Business and Audit Committee should be established in such a way as to achieve internal scrutiny which delivers objective and independent assurance for the Trust. In establishing the Business and Audit Committee the Board will adhere to the principles of the AFH:
- 3.7 Staff employed by the Trust will not be members of the Committee but may attend meetings to provide information and participate in discussions.
- 3.8 The Trust's Accounting Officer and other relevant senior staff will routinely attend committee meetings in the capacity set out above.

4. Link Trustee

- 4.1 Each school shall have a 'Link Trustee' to be a direct link from the Board to the School. The Link Trustee will be required to:
- have regular contact with the HOS
 - be clear of the strengths and areas of improvement from the SEF and the SIP.
 - be confident in the schools safeguarding practice including a regular review with the SoM on the SCR (termly).
 - receive a monthly up-date on the schools financial balance.
 - be kept informed of any buildings projects or any major buildings issues at the school.
 - be kept aware of any HR concerns within the boundaries of confidentiality.
 - have a briefing by HOS and DoTL/DCEO when a school receives an Ofsted notification.
 - understand the strengths and areas for improvement of any SIAMS SEF if linked to a church school.
 - attend regular TLC and Ethos Committee meetings.

The Redstart Learning Partnership

Members

Eric van den Barselaar

Martin Brook

Keith Hallam (Foundation) will step down as Foundation when Stockland joins

Diocese Representative/D&BW Corporate Member (Edward Gregory)

Diocese Representative Exeter Diocese Corporate Member (when Stockland joins)

Trustees

Suzanne Flack CEO (Diocese Representative) will step down as Foundation when Stockland joins

Simon Billington (Chair, SEND & Diocesan Representative)

Joe Doggrell (Vice Chair, Chair Business & Audit Committee)

Wendy Duffield (Health & Safety & Diocesan Representative)

Steve John (Safeguarding)

Richard Davies (Diocesan Representative)

Mark Brierley (Chair of the Education Committee & Diocesan Representative)

Tim Kavanagh

Lorraine Davey (EYFS)

Company Secretary (Function delegated to Browne Jacobson, TRLP Solicitors)

Clerk to the Board of Trustees

Beth Souster

Committee Membership

Business and Audit Committee (Inc. Pay & Personnel)

Joseph Doggrell – Chair

Wendy Duffield – Vice Chair

Richard Davies

Tim Kavanagh

Lorraine Davey

Education Committee

Mark Brierley

Simon Billington

Steve John
David Edwards (TLC Representative)

Admissions Committee

Mark Brierley
Wendy Duffield
TLC Representative

Link Trustee

Redstart – Lorraine Davey
Priorswood – Mark Brierley
Hatch – Steve John
Holy Trinity – Simon Billington
Ashill – Steve John
Minerva – Joe Doggrell
Castle – Tim Kavanagh
Winsham – Wendy Duffield
Buckland – Richard Davies
Stockland – TBC on joining

Exclusions Panel

Trustees, appointed committee members or TLC members as required.

Recruitment & Selection Panel (For Trustees)

Chair
CEO
Clerk
2 Trustees

Business and Audit Committee
(Incorporating Pay & Personnel)
Terms of Reference

The Business & Audit Committee (B&A) (Incorporating Pay & Personnel) is an established sub-committee of the TRLP Board of Trustees. As such, this committee must at all times maintain a majority of Trustees. The Chair of the B&A must be a Trustee.

The Trust may appoint additional members to the B&A Committee, including elected parent or co-opted members of any TLC. Trustees may advertise to appoint any members of any Trust TLC who meets the requirements of the skills audit and person specification and in line with the Trustee's agreed appointment process. Appointed members may not outnumber Trustees on this committee.

Only the Trustees may appoint or remove additional members of this committee

Purpose of the Business & Audit Committee
(Relating to the SoD points: 1, 2, 3)

The B&A Committee is established to undertake key finance, audit, pay and personnel functions on behalf of the full Board.

These are key functions for the Trustees and inform the Trust's Strategic Development Plan.

The B&A Committee will meet a minimum of 6 times a year. Areas for focus at each meeting will be agreed in advance with the Chair in line with statutory reporting schedules and operational functions throughout the year.

The B&A Committee will set KPIs in relation to its remit to inform the Strategic Plan and facilitate the effective monitoring of impact, progress, procedures and value for money.

The Chief Finance Officer and Director of Operations will be the lead officers for the B&A Committee.

The Clerk to the Board will act as clerk to the B&A Committee.

External Audit

(Relating to the SoD points: 9, 10, 31, 33 and 34)

- 1 To consider the appointment of the external auditor and assess independence of the external auditor, ensuring that key audit personnel are rotated at appropriate intervals.
- 2 To recommend the audit fees to the Board and pre-approve any fees in excess of £10,000 in respect of non-audit services provided by the external auditor and to ensure that the provision of non-audit services does not impair the external auditors' independence or objectivity.
- 3 To oversee the process for selecting the external auditor and make appropriate recommendations through the Board to the members of the Trust to consider at any general meeting where the accounts are laid before members.
- 4 To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest co-operation.
- 5 To review the external auditor's annual management letter and all other reports and recommendations, together with the appropriateness of management's response.
- 6 To review the performance of the external auditor on an annual basis.
- 7 To recommend to the Board the appointment/re-appointment of the external auditor.
- 8 To review and consider the circumstances surrounding any resignation or dismissal of the external auditor.

Internal Audit

(Relating to SoD points: 1, 3, 9 & 38)

- 1 To set and review the internal audit programme to reflect priorities identified in the Trust Risk Register and ensure that the internal audit function is adequately resourced and has appropriate standing within the Trust.

- 2 To review the reports and recommendations of the internal audit, together with the appropriateness of management's response.
- 3 To monitor the implementation of action agreed by management in response to reports from the external auditor or internal audits.
- 4 To ensure that the requirements of the AFH in relation to internal audit reporting are fully met.

Financial Management and Policies

(Relating to SoD points: 1, 10, 12, 13, 24, 25, 30, 34 & 38)

- 1 To keep under review the Trust's financial management and reporting arrangements, providing constructive challenge (where necessary) to the actions and judgements of management in relation to the interim management and financial accounts, statements and reports and the annual accounts and financial statements, prior to submission to the Board, paying particular attention to:
 - Critical accounting policies and practices, and any changes in them
 - Decisions requiring a major element of judgement
 - The extent to which the financial statements are affected by any unusual or complex transactions in the year and how they are disclosed
 - The clarity and transparency of disclosures
 - Significant adjustments resulting from the audit
 - The going concern assumption
 - Compliance with accounting standards
 - Compliance with DfE and legal requirements.
- 2 To review the Trust's policy and procedures for handling allegations from whistle blowers.
- 3 To review the Trust's policies and procedures for handling allegations of fraud, bribery and corruption.
- 4 To receive reports on the outcome of investigations of suspected or alleged impropriety.
- 5 To review the adequacy of policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements.

- 6 To ensure that any significant losses are investigated and reported to the DfE/EFSA where required.
- 7 To review the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks.
- 8 To review the adequacy and robustness of risk registers.
- 9 To keep under review the adequacy and effectiveness of the Trust's governance, risk management and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from management, internal audit, the external auditor and any other relevant independent assurances or reports (e.g. from the National Audit Office).
- 10 To review all risk and control related disclosure statements, in particular the Trust's annual "Statement on Internal Control", together with any associated reports and opinions from management, the external auditor and Responsible Officer, prior to endorsement by the Trust Board.
- 11 To review any recommendations made by the Secretary of State for Education for improving the financial management of the Academies.

General

- 1 To review or investigate any other matters referred to the Business and Audit Committee by the Board.
- 2 To draw any significant recommendations and matters of concern to the attention of the Board.

Funding

(Relating to SoD point: 45)

- 1 To consider each academy's indicative funding, notified annually by the DfE/EFSA, and to assess its implications for each school and for the Trust as a whole, drawing any matters of significance or concern to the attention of the Board.

Budgeting

(Relating to SoD points: 3, 10, 11, 13, 15, 18 & 20)

- 1 To consider and approve (or not) the schools' budgets each financial year.
- 2 To contribute to the formulation of the school's strategic plans, through the consideration of financial priorities and proposals, and in conjunction with the stated and agreed aims and objectives of the relevant school.
- 3 To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year. This will include the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in each academy's strategic plans.
- 4 To liaise with, and receive reports from, appropriate committees and make recommendations to those committees about the financial aspects of matters being considered by them.
- 5 To consider the spending plans of other committees and report back and advise the Board.
- 6 To delegate the day to day management of the approved budget to relevant the Head of School, in line with agreed authorisation limits as set out in the Trust Finance Policy.
- 7 To consider requests for supplementary expenditure and make appropriate recommendations to the Board.
- 8 To consider and act upon matters not covered by other sub-committees.

- 9 To review financial policy including consideration of long-term planning and resourcing in accordance with The Trust's and each academy's development plans.

Expenditure

(Relating to SoD point: 2)

- 1 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the schools, and with the financial regulations of the Trust, drawing any matters of concern to the attention of the Board. The primary vehicles for review will be the monthly reporting as required by the AFH, the ESFA BFR0 and BFR3 Outturn reports, internal audit reports and the annual external audit.

Financial Procedures

(Relating to SoD points: 30 & 40)

- 1 To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, make recommendations for improvement.
- 2 To prepare the financial statement to form part of the annual report of the Board to stakeholders and for filing in accordance with requirements of the Companies Act, Charity Commission and Funding Agreement (including the AFH).

Health & Safety

(Relating to SoD points: 35 & 38)

- 1 To receive each term a Health and Safety report from the Estates and Contracts Manager (ECM) and advise as necessary.
- 2 To monitor compliance with the Academies' Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974.

Asset Management

(Relating to SoD points: 11, 19, 30 & 37)

- 1 To receive reports from the ECM on the management of assets including premises and their security.
- 2 To confirm that an asset recording system is in place, including an inventory and fixed asset register for each School.

Property Management

(Relating to SoD point: 17)

- 1 To determine the use of the schools' premises and grounds outside school sessions with regard to the lettings and charging policy.
- 2 To ensure that each school has an updated Prioritised Maintenance Plan (PMP) and to receive a report from the ECM on progress against priorities and any capital investment needs outside the scope of the PMP.
- 3 To ensure the responsibilities of the Board under the Environmental Protection Act are met.
- 4 To advise the Board on environmental issues to ensure the Trust is supporting all schools to act as responsible institutions in their duty to conserve energy, materials and with regard to the local community.

Pay

(Relating to SoD point: 22)

- 1 To prepare and submit recommendations for the adoption by the Trust Board of:
 - The appraisal and performance management policy
 - Whole School Pay Policy
- 2 To operate in accordance with the statutory appraisal regulations and the relevant schools adopted policy as follows:
 - To select a panel comprising of personnel and pay committee members and board members to support the CEO's annual appraisal.

- To select an external adviser to advise the Committee undertaking the appraisal of the CEO.
- To take advice from the external adviser when agreeing objectives and reviewing the CEO's performance.
- To agree performance objectives with the CEO.
- To conduct the CEO's appraisal.
- To determine whether the outcome of the CEO's appraisal meets the criteria for pay progression as covered under the adopted pay policy.
- To support the CEO with the annual report to the Board on appraisal arrangements and outcomes.
- To agree a panel selected from the Committee to hear any appeal by a teacher against entries made within their appraisal statement.

3 To moderate pay decisions across the schools.

4 To agree a panel selected from the Committee to hear any appeal by a teacher employed at any school against the outcome of their threshold assessment application.

5 To determine annually, in accordance with the School Teachers' Pay and Conditions Document, the Appraisal and Pay Policies adopted by the Trust, the schools' salaries budget and the salaries of teaching staff.

6 To determine annually, in accordance with the adopted Whole School Pay Policy and any appropriate regulations and agreements and within the Academies salaries budget, the salaries and gradings of support staff.

7 To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.

Grievances

(Relating to SoD points: 24 & 25)

1 To consider staff grievances where there is a referral under the grievance procedure adopted by the Board. A panel comprised of members of the committee (or other trustees) will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure.

- 2 To consider staff complaints of harassment where there is a referral to the committee under the procedure adopted by the Board. The committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

Staff Discipline/Dismissals

- 1 Under the disciplinary or capability procedures for the CEO adopted by the Trust Board, to consider formal action against the CEO, and for a panel comprised of members of the committee (or other Trustees) to make a determination as provided for under either procedure. The committee will be responsible for the future review of any sanction short of dismissal as required under the relevant procedure.
- 2 Under the disciplinary or other relevant procedures (e.g. relating to capability, staff reductions or incapability due to ill-health) adopted by the Board, to make any determination that any member of staff employed at a school should be dismissed from their post.
- 3 Before taking a decision on dismissal, to give the member of staff concerned an opportunity to make representations on the proposed action and to consider those representations at a formal meeting conducted in accordance with the relevant adopted procedure.
- 4 Where it is determined that a member of staff should be dismissed, to ensure that the member of staff is notified of the decision, the reason for it and that the member of staff has a right of appeal against the decision.

Staff Appeals

- 1 Under the disciplinary procedure or capability procedure adopted by the Board, to consider any appeal against a sanction short of dismissal issued by the Head of School or by the staff discipline/dismissal Committee to a member of staff employed at the school or Trust.

- 2 Under the disciplinary or other relevant procedures (e.g. relating to capability, redundancy or incapability due to ill health) adopted by the Board, to consider any appeal against a decision of the staff discipline/dismissal Committee to dismiss from their post a member of staff employed at the school or Trust.
- 3 To consider appeals under other procedures as may from time to time be delegated by the Trust Board, including appeals under the Trust's adopted Pay Policy.

Personnel

(Relating to SoD point: 35)

- 1 To receive reports and make recommendations to the Board on all aspects of matters relating to staff at the Trust.
- 2 To advise on the strategic planning of Human Resources.
- 3 To monitor the communication and consultation of policies and processes to staff and review feedback.
- 4 To advise and recommend revisions to those policies which affect staff, including but not limited to those which relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, charging and remissions, training, performance management, management of stress, trade unions, whistle-blowing and pay.
- 5 To ensure the legal requirements for NQT induction are complied with.
- 6 To hear, consider and make any initial decisions about matters relating to the discipline of staff or staff grievances in accordance with adopted procedures.
- 7 To carry out a review of the staffing establishment whenever there is a vacancy and at least once per year in relation to the staffing element of the Trust Development Plan.
- 8 To advise the Board on the appointment of the relevant CEO.

- 9 The Board delegates the appointment of supply staff and temporary staff appointed for one term, and non-teaching staff to the relevant Head of School, provided that there is sufficient funds available in the budget for those purposes and that any appointment is agreed by the relevant Deputy CEO. The appointment of staff to the Central Trust Team is delegated to the CEO under the same proviso relating to having sufficient budget available for the appointment.
- 10 Non-teaching staff, appointed to support children with special needs, will be appointed in consultation with the school SENCO.

ICT

- 1 To review officer recommendations in relation to ICT packages to support the central functions of the Trust, including finance, pay, budgeting, school management systems and HR.
- 2 To monitor the implementation, effectiveness, value for money and impact of the systems chosen.

HR

- 1 To review the quality of HR procedures across the Trust including:
 - a. Recruitment
 - b. Induction and probations
 - c. Safeguarding & DBS
 - d. Contractual documentation
 - e. Performance management systems and documentation
 - f. CPD
 - g. Staff wellbeing & support

General

- 1 Reviewing or investigating any other matters referred to the Business and Audit Committee by the Board.

2 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.



EDUCATION COMMITTEE - TERMS OF REFERENCE

The Education Committee is an established sub-committee of the TRLP Board of Trustees. As such, this committee must at all times maintain a majority of Trustees. The Chair of the Education Committee must be a Trustee.

The Deputy CEO will be the lead officer for the Education Committee and the Clerk to the Trustees will act as Clerk to the Education Committee.

The Education Committee will meet a minimum of 4 times a year in order to be able to have a strong understanding of the standards and progress in the Trust schools and endorse any actions needed in a timely manner.

The Trust may appoint additional members to the Education Committee, including elected parent or co-opted members of any TLC. Trustees may advertise to appoint any members of any Trust TLC who meets the requirements of the skills audit and person specification and in line with the Trustee's agreed appointment process. Appointed members may not outnumber Trustees on this committee.

Only the Trustees may appoint or remove additional members of this committee

Purpose of the Education Committee

(Relating to SoD points: 4, 14, 15, 18, 20, 21, 23, 40, 41, 44 & 45)

The Education Committee has been established to provide high level scrutiny of the standards and outcomes for every school within the Trust. This is a key function for the Trustees and informs the Trust's Strategic Development Plan.

The Education Committee will:

- Set the priorities and success criteria for schools in line with the Trust's Strategic Plan and based on Trust wide data.
- Oversee the Teaching & Learning Committees (TLC) as detailed in the TLC Terms of Reference.
- Assess the impact of school action plans in addressing these priorities.
- Receive reports from the Deputy CEO on the schools within each hub.

- Receive headline data in order to assess progress against targets, analyse trends across the MAT and identify areas for focused action.
- Undertake a regular safeguarding audit (NB Each school's Safeguarding Policy must be approved annually by the Full Board) across the Trust, identifying best practice and areas for development.
- Undertake a schedule of SEND audits based on specific themes, identifying best practice and areas for development.
- Review the use and impact of Pupil Premium funding across the Trust, identifying best practice and areas for development.
- Analyse the impact of specific funding streams in improving outcomes, accelerating progress and in narrowing the gap.
- Receive reports annually from each Head of School to enable Trustees to gain a clear understanding of all schools across the Trust, in order to support schools effectively, hold senior leaders to account and respond confidently to Ofsted and the RSC.
- Schedule annual interviews in line with identified vulnerabilities and Ofsted inspection windows.
- Visit schools when possible, specifically to gain a firm grasp of issues for those in the Ofsted window or to view directly issues preventing rapid and sustained progress.

Church of England Schools

- Review the progress of CofE schools against SIAMS criteria.

TEACHING AND LEARNING COMMITTEE - TERMS OF REFERENCE

Purpose of the TLC

The TLC will fulfil a key function of governance by providing the detailed knowledge and understanding of each school/s within its local community and context. This role provides vital intelligence which informs the thinking of the Education Committee and Business & Audit Committee, enabling them best to assess priorities, areas for investment and the impact of the School Improvement Plan. The TLC will provide a level of understanding and engagement in each school and community which is essential for the Trustees to make informed and appropriate strategic decisions.

Where a TLC has responsibility for one or more Church of England schools, and there is not a separate Ethos Committee, the TLC will oversee, monitor and report to the Education Committee in all matters relating to the Christian foundation of the school. Providing environments in which the Christian Distinctiveness of our Church of England schools is promoted and allowed to flourish is of utmost importance to our work and will seek to answer the SIAMs overarching question:

How effective is the school's distinctive vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?

Reporting and monitoring of the Christian Distinctiveness should be based on the seven strands:

1. Vision and Leadership
2. Wisdom, Knowledge and Skills
3. Character Development: Hope, Aspiration and Courageous Advocacy
4. Community and Living Well Together
5. Dignity and Respect
6. The Impact of Collective Worship
7. The Effectiveness of Religious Education

The key documents that will be reviewed and monitored will be the SIAMS Self Evaluation Form and action plan.

The Board will appoint a Link Trustee to each Head of School, who will attend regular TLC meeting's and be prepared to provide support during an Ofsted inspection.

The main focus of the TLC will be to have a clear understanding of the SIP and to provide support and challenge to the HoS in implementing the SIP, acting as a critical friend. The means for assessing the effectiveness of the SIP will be agreed locally but is likely to include:

- Presentations from key staff
- Examples of work in books
- Data (high level – included in HoS report)
- Review of Raising Achievement Plans (RAPs)

The TLC will look for evidence to support the Head's report, with a focus on the impact of the SIP, particularly in relation to:

- Pupil progress
- Breadth of the curriculum
- Evidence of 'closing the gap' by effective use of Pupil Premium
- Progress of children with SEND
- Impact of targeted funding
- Impact of interventions
- Behaviour

TLCs will meet a minimum of 4 times per year. These meetings will take place 3-4 weeks (where possible) before meetings of the Education Committee in order for the minutes to inform and feed into the agenda of the Education Committee.

TLC meetings will be minuted and those minutes posted on the designated folder in the shared google drive (in a draft form) within 10 working days of the meeting, with a notification sent to TLC members and the members of the Education Committee to notify them that they are available.

The Head of School will prepare a brief summary report for each TLC meeting, reporting against key areas:

- Pupil progress
- SIAMs (CofE schools only and where there is no separate Ethos Committee)
- Curriculum
- Quality of teaching
- Pupil outcomes
- Pupil Premium
- Behaviour
- SEND

The report must highlight areas for improvement, concern and celebration. This report should be put in the designated folder along with the minutes.

Minutes must clearly demonstrate effective and targeted discussion, from a governance perspective, on the areas within the report.

The TLC will be responsible for signing off school specific policies in relation to their key areas of responsibility:

- Behaviour
- SEND
- Pupil Premium
- Curriculum
- Safeguarding/Child Protection
- Teaching & Learning
- SIAMS (including SEF) (applicable only to Church of England schools)

These policies must be updated annually and available on the school website.

They will form part of the suite of policies across the school and Trust and are monitored centrally. Notification of renewal dates will be sent to the School Office Manager via the Every system.

The Education Committee will review the TLC minutes and Head's report. Any areas which the Education Committee feel need further investigation, more information or specific action will be notified to the Head of School and clerk and will be prioritised on the agenda for the next TLC meeting.

A standard format agenda, with standing items in line with the TLC's terms of reference will be provided by the Trust, to include reporting against the SIAMS framework for CofE schools where there is no separate Ethos Committee.

Specific agenda items from the Education Committee may be school specific or Trust wide.

Where a specific area for concern or celebration is identified, the Education Committee may request that the relevant designated Trustee attend the next meeting of the TLC or meet more urgently with the HoS and any relevant senior Trust officer.

For CofE schools, the TLC can either undertake the review of the SIAMS SEF itself or, if it chooses, appoint a specific sub-committee with that function. The majority of members of any such committee should be foundation appointees.

Elections for parents and staff (including support staff) will take place in line with Trust policy and good practice. Every school will have the opportunity to have parental and staff representation on a TLC, including where schools have opted to have a single TLC across multiple schools.

The TLC will elect a chair annually at its first meeting of the academic year. The HoS cannot be appointed as the Chair.

The constitution and size of each TLC is likely to vary depending on the individual circumstances of each school. TLCs should consist of a minimum of 4 members and a maximum of 12.

TLCs will be made up of:

- Head of School (ex-officio)
- Trust appointed members
- Foundation representatives (if church schools)
- Staff members
- Parent members

All members must complete the Trust application form and are subject to DBS clearance before taking up their post.

Foundation representatives in church schools.

The number of foundation representatives in each TLC will be determined by the prior status of the predecessor school. If formerly a VC there will be 25% foundation representatives, if formerly a VA they will be in the majority. Foundation representatives are appointed by the Trustees with the consent of the Diocesan Corporate Members. Staff or parent representatives may fulfil a foundation role if so desired and should be given the option as part of the appointment or election process. Any such appointments must go through the same appointment and approval process by the Diocese as any other foundation representative.

Election of Staff members

1. The Head of School shall invite applications from all staff employed at the school for a maximum of two places on the TLC. Where there are more applicants than places available, there will be an election by secret ballot. All staff at the school will be entitled to vote.
2. If a single TLC is covering more than one school, all staff at all of the schools that it will represent are eligible to put their names forward for election and eligible to vote if a secret ballot is required.
3. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Head of School.

Elected Parent members

1. Parent members of any TLC shall be elected by parents of registered pupils at the school. He or she must be a parent of, or have parental responsibility for, a pupil at the school at the time when he or she is elected.
2. If a single TLC is representing more than one school, the election of parents is open to all parents of pupils registered at any of the schools (as above) represented.
3. The Head of School shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members.
4. Where a vacancy for a parent member is required to be filled by election, the Head of School shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the School is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
5. Any election of persons who are to be the parent members which is contested shall be held by secret ballot. The arrangements made for the election of the parent members shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he prefers, by having his ballot paper returned to the school by a registered pupil at the school.
6. Where the number of parents standing for election is less than the number of vacancies, the Head of School may appoint a person who is the parent of a registered pupil at any

Trust school or, where it is not reasonably practical to do so, a person who is the parent of a child of statutory primary school age.

Co-opted TLC members

1. Co-opted TLC members shall be appointed via the Trust application form. He or she must be person who has skills, commitment and time to support their local school/s on their improvement journey.
2. No employee of the Trust can be appointed as a co-opted TLC member.

Term of office

1. The term of office for any TLC member shall be 4 years.
2. Subject to remaining eligible, any person may be re-appointed or re-elected to a committee.

Resignation and removal

1. A person serving on the TLC shall cease to hold office if:
 - a) He/she resigns their office by giving notice in writing to the Head of School.
 - b) The Head of School or a staff member ceases to work at the School.
3. The Trustees terminate the appointment of a TLC member whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the schools.
4. For the avoidance of doubt, a parent member shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the school.

Disqualification of members of the TLC

1. A person shall be disqualified from serving on the TLC or any committee if they were not able to serve as a Trustee in accordance with Articles 68-80.

Church of England Schools

1. Where a school has a Church of England designation, and there is no separate Ethos Committee, all TLC members must be prepared to undertake their statutory duty in relation to supporting and developing the Christian ethos of the school. This will include the monitoring of the SIAMs SEF and monitoring in the school's SIP against statutory CofE requirements (including curriculum time allocated to RE and the delivery of daily collective worship of a distinctively Christian nature).

ETHOS COMMITTEE - TERMS OF REFERENCE

Purpose of the Ethos Committee

If any Church of England school within TRLP wishes to establish a discrete committee to focus on the support and development of the Christian foundation and ethos of the school, it may do so where sufficient volunteers are available to undertake this work. In these instances, the duty of the TLC will not include the duties set out under the terms of reference for the Ethos Committee.

The Ethos Committee will report directly to the TLC via the HoS and its minutes, which will be made available to all TRLP Trustees via the Google Drive.

The work of the Ethos Committee is intrinsic to the flourishing of the church school and progress against the SIAMS framework and with the action plan arising therefrom, must be fully incorporated into the overarching planning for the school. The Ethos Committee Chair or designated representative should present a report to the TLC termly.

The Trust Director of Teaching & Learning has specific responsibility for the support and development of the Christian ethos and distinctiveness within TRLP church schools and these terms of reference should be read in conjunction with the Christian Distinctiveness Core Processes document.

The Ethos Committee will fulfil a key function of governance by providing the detailed knowledge and understanding of each church school within its local community and context. This role provides vital intelligence which informs the thinking of the Education Committee and Business & Audit Committee, enabling them best to assess priorities, areas for investment and the impact of the School Improvement Plan which incorporates the SIAMS action plan. The Ethos Committee will provide a level of understanding and engagement in each school and community which is essential for the Trustees to make informed and appropriate strategic decisions in relation to Christian distinctiveness.

Providing environments in which the Christian Distinctiveness of our Church of England schools is promoted and allowed to flourish is of utmost importance to our work and will seek to answer the SIAMs overarching question:

How effective is the school's distinctive vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish?

Reporting and monitoring will therefore lead on from this question and will be based on the seven strands of the SIAMS framework:

1. Vision and Leadership
2. Wisdom, Knowledge and Skills
3. Character Development: Hope, Aspiration and Courageous Advocacy
4. Community and Living Well Together
5. Dignity and Respect
6. The Impact of Collective Worship
7. The Effectiveness of Religious Education

The key documents that will be reviewed and monitored will be the SIAMS Self Evaluation Form and action plan.

The means for assessing the effectiveness of the SIAMS action plan will be agreed locally but is likely to include:

- Presentations from key staff
- Evidence of Church and School links
- Examples of work in books
- School tours (to assess the visibility of the Christian ethos to those coming to the school either as a child, member of staff, parent or visitor)
- Reports from diocesan adviser visits
- Details of relevant courses attended (at the diocese)

The Ethos Committee should meet a minimum of 4 times per year in parallel with the TLC meeting schedule and will be required to attend acts of worship and monitor RE lessons. Ethos Committee meetings will be minuted and those minutes posted on the designated folder in the shared google drive (in a draft form) within 10 working days of the meeting, with a notification sent to TLC members and the members of the Education Committee to notify them that they are available. The minutes will be reviewed by the TLC.

The minutes must highlight areas for improvement, concern and celebration.

Minutes must clearly demonstrate effective and targeted discussion, from a governance perspective.

The TLC will be responsible for signing off school specific policies in relation to their key areas of responsibility including those relating to the Christian foundation, ethos and SIAMS framework within any CofE school. As the ethos and SIAMS should be integral to all policies, this is an area of responsibility for the whole TLC, not just the Ethos Committee.

These policies must be updated annually and available on the school website. To include:

- Collective Worship policy
- RE policy

They will form part of the suite of policies across the school and Trust and are monitored centrally. Notification of renewal dates will be sent to the School Office Manager via the Every system.

The Education Committee will review the Ethos Committee minutes along with the TLC minutes and Head's report. Any areas which the Education Committee feel need further investigation, more information or specific action will be notified to the Head of School and clerk and will be prioritised on the agenda for the next TLC and Ethos Committee meetings.

A standard format agenda, with standing items in line with the Ethos Committee's terms of reference will be provided by the Trust.

Specific agenda items from the Education Committee may be school specific or Trust wide. Where a specific area for concern or celebration is identified, the Education Committee may request that the relevant designated Trustee attend the next meeting of the Ethos Committee or TLC or meet more urgently with the HoS and any relevant senior Trust officer.

The majority of members of the Ethos Committee should be foundation appointees.

Elections for parents and staff (including support staff) will take place in line with Trust policy and good practice. Every school will have the opportunity to have parental and staff representation on its Ethos Committee, including where schools have opted to have a single Ethos Committee across multiple schools.

The Ethos Committee will elect a chair annually at its first meeting of the academic year. The HoS cannot be appointed as the Chair.

The constitution and size of each Ethos Committee is likely to vary depending on the individual circumstances of each school. Ethos Committees should consist of a minimum of:

- Clergy (1)
- Head of School (ex-officio)
- RE Lead
- TLC Member
- Parent Members
- Staff Members

All members must complete the Trust application form and are subject to DBS clearance before taking up their post.

Foundation representatives

Foundation representatives are proposed by the trust and appointed by the diocese. Staff or parent representatives may fulfil a foundation role if so desired and should be given the option as part of the appointment or election process. Any such appointments must go through the same appointment and approval process by the Diocese as any other foundation representative.

Election of Staff members

1. The Head of School shall invite applications from all staff employed at the school for a maximum of two places on the Ethos Committee. Where there are more applicants than places available, there will be an election by secret ballot. All staff at the school will be entitled to vote.
2. If a single Ethos Committee is covering more than one school, all staff at all of the schools that it will represent are eligible to put their names forward for election and eligible to vote if a secret ballot is required.
3. All arrangements for the calling and the conduct of the election and resolution of questions as to whether any person is an eligible candidate shall be determined by the Head of School.

Elected Parent members

1. Parent members of any Ethos Committee shall be elected by parents of registered pupils at the school. He or she must be a parent of, or have parental responsibility for, a pupil at the school at the time when he or she is elected.
2. If a single Ethos Committee is representing more than one school, the election of parents is open to all parents of pupils registered at any of the schools (as above) represented.
3. The Head of School shall make all necessary arrangements for, and determine all other matters relating to, an election of the parent members.
4. Where a vacancy for a parent member is required to be filled by election, the Head of School shall take such steps as are reasonably practical to secure that every person who is known to them to be a parent of a registered pupil at the school is informed of the vacancy and that it is required to be filled by election, informed that he is entitled to stand as a candidate, and vote at the election, and given an opportunity to do so.
5. Any election of persons who are to be the parent members which is contested shall be held by secret ballot. The arrangements made for the election of the parent members shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or, if he prefers, by having his ballot paper returned to the school by a registered pupil at the school.
6. Where the number of parents standing for election is less than the number of vacancies, the Head of School may appoint a person who is the parent of a registered pupil at any Trust school or, where it is not reasonably practical to do so, a person who is the parent of a child of statutory primary school age.

Co-opted Ethos Committee members

1. Co-opted Ethos Committee members shall be appointed via the Trust application form. He or she must be person who has skills, commitment and time to support their local school/s with the support and development in relation to the Christian foundation, ethos & distinctiveness of the school.
2. No employee of the Trust can be appointed as a co-opted Ethos Committee member.

Term of office

1. The term of office for any Ethos Committee member shall be 4 years.

Subject to remaining eligible, any person may be re-appointed or re-elected to a committee.

Resignation and removal

1. A person serving on the Ethos Committee shall cease to hold office if:
 - a) He/she resigns their office by giving notice in writing to the Head of School.
 - b) The Head of School or a staff member ceases to work at the School.
2. The Trustees terminate the appointment of a Ethos Committee member whose presence or conduct is deemed by the Trustees, at their sole discretion, not to be in the best interests of the Trust or the schools.
3. For the avoidance of doubt, a parent member shall not automatically cease to hold office solely by reason of their child ceasing to be a pupil at the school.

Disqualification of members of the Ethos Committee

1. A person shall be disqualified from serving on the Ethos Committee or any committee if they were not able to serve as a Trustee in accordance with Articles 68-80.
2. At least one member of the Ethos Committee would be required to be available for interview during a SIAMS inspection at their school.

TRLP ADMISSIONS COMMITTEE - TERMS OF REFERENCE

Purpose of the Committee

The Admissions Committee is constituted to ensure that TRLP Trustees, as the Admissions Authority for all schools within the MAT, comply in full with the requirements of the School Admissions Code and the School Admission Appeals Code.

As a formal committee of TRLP Board, the Admissions Committee will ensure that all work within its remit is conducted in line with the Vision and Values of the Trust. There will, therefore, be a strong focus on ensuring Social Justice as far as possible through our admission arrangements.

TRLP will buy into the relevant local authority's Admissions Service.

The relevant religious authority for our Church of England schools is the Diocese of Bath & Wells and Exeter Diocesan Board of Education (DBE).

The Admissions Committee therefore:

1. Reviews the admission arrangements for each school annually to ensure that they are fit for purpose, compliant with any changes in legislation, in line with any requirements from the relevant religious authority and support the vision and values of TRLP.
2. Liaises with the relevant LA if any changes are identified to ensure that the prescribed consultation takes place between 1st October and 31st January in the year of application.
3. Liaises with the relevant LA to ensure that consultation takes place every 7 years if no changes have been made in the interim.
4. Liaises with the relevant LA to review any changes required as a result of consultation.
5. Reports to the full Board with a recommendation to approve and determine admission arrangements by 28th February in the year of application.
6. Ensures that TRLP's appeals timetable is published on its website with links from each school in the Trust.
7. Ensures that a copy of the full, determined admission arrangements are sent to the relevant LA by 15th March in the year of application.
8. Ensure that the relevant LA has any information required to allow them to compile the composite prospectus by 8th August in the year of application.

The relevant LA will undertake the ranking of applications on behalf of TRLP Trustees in accordance with their service provision contract. The ranking must be approved by TRLP Admissions Committee.

Where a Church of England school has oversubscription criteria that include church attendance, this will be via a supplementary information form (SIF) which the parents must complete and return in line with the guidance on the school's website.

Any changes to oversubscription criteria would only be undertaken in consultation with the relevant Diocese, with the approval of their DBE and would be subject to statutory consultation.

Where a school is oversubscribed, TRLP Admissions Committee will review the LA ranking and will work with the relevant LA to ensure that parents are fully aware of their right to appeal, including the timescale, process and requirements.

Any appeal hearing will be constituted and conducted in full compliance with the School Admission Appeals Code.

