

SENDAT
PROVISION COMMITTEE
TERMS OF REFERENCE

1. POWERS OF THE TRUST BOARD OF DIRECTORS

- 1.1. The Directors of the Trust Board shall establish the Provision Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Directors shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year (Article 101).
- 1.3. The Directors shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Directors shall have the right to intervene in the governance of an individual academy where it has serious cause for concern that standards of pupil progress and achievement are unacceptably low or there is a threat to pupil safety and well-being.
- 1.5. The Directors shall determine and agree the Trust Scheme of Delegation

2. POWERS OF THE PROVISION COMMITTEE

- 2.1. The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular;
- 2.2. to advise, and support the Trust Board in ensuring all academies offer a high quality of provision to meet the needs of all pupils, students, and staff
- 2.3. to guide and support the Trust Board in the performance management of member academies through the setting, monitoring progress against and driving the achievement of appropriate targets,
- 2.4. to guide and support the Trust Board in developing a framework of academic and pupil-centred policies to meet statutory requirements and the Trust's vision, ethos, values and principles,
- 2.5. to guide and support the Trust Board in the appropriate strategic development of provision by member academies.
- 2.6. to guide and support the Trust Board in developing a staff body with appropriate knowledge, skills and expertise to enable the Trust to fulfil its vision and achieve its strategic objectives,
- 2.7. to guide and support the Trust Board in monitoring and managing the working conditions, work/life balance and well-being of Trust employees including absence and sickness,
- 2.8. to review and recommend to the Trust Board the proposed Child Protection & Safeguarding Policy and to monitor compliance of member academies with it (SoD 7.6),
- 2.9. to review and approve policies and procedures related to the teaching, learning and care of pupils including but not limited to;
 - 2.9.1. Teaching & Learning (SoD 2.6)
 - 2.9.2. Curriculum (SoD 2.7)
 - 2.9.3. Sex Education (SoD 2.8)
 - 2.9.4. Religious Education (SoD 2.9)
 - 2.9.5. Inclusion (SoD 2.10)
- 2.10. to review and approve policies and procedures relating to the employment and management of Trust staff and premises including but not limited to;

- 2.10.1. Pay policy (SoD 3.1),
- 2.10.2. Policies relating to Job Role, Salary and recruitment (SoD 3.2),
- 2.10.3. Appraisal policy & Procedure (SoD 3.3),
- 2.10.4. Disciplinary Procedure (SoD 3.4),
- 2.10.5. Grievance procedure (SoD 3.5),
- 2.10.6. Capability procedure (SoD 3.6),
- 2.10.7. Whistleblowing procedure (SoD 3.7),
- 2.10.8. Recruitment & Retention Policy(SoD 3.8),
- 2.10.9. Re-structuring and Redundancy policy (SoD 3.9),
- 2.10.10. Trust Health & Safety policy (SoD 3.10).
- 2.10.11. Biological Hazards Policy/Procedure
- 2.10.12. Driving at Work Policy
- 2.10.13. Management of Sick Absence Policy
- 2.10.14. Discretionary Absence Policy
- 2.11. to review and respond to Resource Committee recommendations for the annual pay awards for Teachers and Support staff. The Committee shall consider whether the proposals are compliant with relevant legal and regulatory requirements and the Trust's relevant policies, including consultation with unions and professional associations where appropriate(SoD 3.13-14),
- 2.12. to support the recruitment and appointment of Trust staff in line with the Trust recruitment and retention policy (SoD4.3),
- 2.13. to review and respond to Resource Committee recommendations for the restructuring and redundancy of staff. The Committee shall consider whether that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies (SoD 4.15-16),
- 2.14. to review and recommend to the Trust Board proposals for the change of Academy provision (SoD 7.1-5),
- 2.15. to review and recommend to the Trust Board proposals for new academies to join the Trust (SoD 1.4),
- 2.16. to review and respond to Trust Attendance and Pupil Premium policies proposed by the CEO (SoD 7.7 and 7.9),
- 2.17. to review and approve Attendance and Pupil Premium plans for each Academy recommended by the CEO (SoD 7.8 and 7.10).
- 2.18. to review residential section 20 reports
- 2.19. to review safeguarding incidents and reports
- 2.20. to review a summary of incidents and near misses recorded in school accident books and reported via LABs
- 2.21. to review plans for building works
- 3. COMPOSITION AND APPOINTMENT OF THE PROVISION COMMITTEE**
- 3.1. The composition of the Committee shall be as follows;
 - 3.1.1. Directors with relevant knowledge, skills and expertise in human resources, personnel and pay management
 - 3.1.2. Chief Executive,

- 3.1.3. Chief Finance & Operations Officer as and when appropriate
 - 3.1.4. Trust Partnership Director as and when appropriate
 - 3.1.5. Persons with relevant knowledge, skills, expertise in school performance management, human resources, personnel and pay management who will be appointed by the Trust Board,
 - 3.1.6. Further Trust Directors such that the Committee has a majority of Directors.
- 3.2. The membership of the Committee shall be detailed as recorded in the minutes of the first meeting of each year.

4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- 4.1. The Term of Office for all members is 4 years.
- 4.2. On appointment members are each required to familiarise themselves and to agree to comply with;
 - 4.2.1. Trust Articles of Association,
 - 4.2.2. Trust Master and Supplementary Funding Agreements
 - 4.2.3. these Terms,
 - 4.2.4. current relevant legislation and guidance on the employment of staff
 - 4.2.5. Current version of the EFA Academies Finance & Governance handbook.

5. MEETINGS OF THE COMMITTEE

- 5.1. The Committee shall meet at least once per term and in particular;
 - 5.1.1. The Committee shall meet at the appropriate times set out in the Trust Governance Planning Calendar.
 - 5.1.2. The members will receive notice and papers for each meeting 7 clear days before the date of the meeting.
 - 5.1.3. The agenda, papers and minutes of Committee meetings will sent to members of the committee by the Clerk to the Directors
 - 5.1.4. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the Committee will be half the members and a majority of members present being Trust Directors.
- 5.3. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

6. APPOINTMENT OF THE COMMITTEE CHAIR AND VICE CHAIR

- 6.1. The Trust Board shall appoint the Chair and Vice Chair.
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities.
- 6.3. The term of office for Chair and Vice-Chair will be 1 year and they shall be appointed at the first meeting of each school year.

7. APPOINTMENT OF A CLERK

- 7.1. The Trust Board shall appoint a Clerk to the Committee.

DECLARATION

The Provision Committee at its meeting on 11th October resolved to adopt these Terms of Reference. A copy has been forwarded to the Clerk to the Directors for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.

Signature
(Chair of the Provision Committee)

Date of signature