

Remit and Responsibilities of the Business & Personnel Committee

The powers and functions delegated by the Board to the Business & Personnel Committee are as set out below.

Funding

- 1 To consider each of the Academies indicative funding allocations, notified annually by the DfE/EFA and to assess its implications for the relevant Academy and the Trust, drawing any matters of significance or concern to the attention of the Board.
- 2 To consider and recommend acceptance or non-acceptance of the Academies budgets each financial year.

Budgeting

- 3 To contribute to the formulation of the Trust strategic plans, through the consideration of financial priorities and proposals.
- 4 To receive and make recommendations on the overall consolidated Trust and Academies budget to be adopted each year. This will include the level and use of any contingency fund or balances, ensuring compatibility with development priorities set out in the Trust and each Academies' strategic plans.
- 5 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.
- 6 To consider the spending plans of other committees and report back and advise the Board.
- 7 To receive regular management reports including progress against key financial performance indicators and recommend or determine follow up action as appropriate, delegating the day to day management of the approved budget to the relevant Head teacher, within agreed authorisation limits.
- 8 To consider requests for supplementary expenditure and make appropriate recommendations to the Board.
- 9 To consider and act upon matters not covered by other sub-committees.
- 10 To review financial policy including consideration of medium and long term planning and resourcing in accordance with the Trust's and each of the Academies' development plans, ensuring that timely action is taken to secure the financial viability and cash position of the Trust.

Financial Management and Expenditure

- 11 To monitor and review expenditure and other income streams on a regular basis and ensure compliance with the overall financial plan, and with the financial regulations of the Trust, drawing any matters of concern to the attention of the Board.

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- 12 To scrutinise proposals for major structural changes and capital investment, making recommendations to the Board as appropriate.
- 13 To retain oversight of the cash position of the Trust, advising the Board on borrowing and investment decisions.

Financial Procedures

- 14 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.
- 15 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

- 16 To receive each term the relevant Head Teacher's Health and Safety report and advise as necessary.
- 17 To monitor compliance with the Academies' Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974.

Asset Management

- 18 To receive reports from the relevant Head Teacher's on the management of assets including premises and their security.
- 19 To confirm that an asset recording system is in place, including an inventory and fixed asset register for each Academy.

Property Management

- 20 To determine the use of the Academies' premises and grounds outside Academies sessions with regard to the lettings and charging policy.
- 21 To ensure that the Academies premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
- 22 To ensure the responsibilities of the Board under the Environmental Protection Act are met.
- 23 To advise the Board on environmental issues to ensure the Academies are acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.

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General

- 24 Reviewing or investigating any other matters referred to the Business Committee by the Board.
- 25 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.

The Business and Personnel Committee shall also have the powers and functions delegated by the Board in respect of Pay, Personnel and Performance Management.

Pay

Note – where a member of staff is employed directly by the Trust and is not located at any Academy, the reference to LGB Committee shall be replaced with Board Business & Personnel Committee

- 1 To prepare and submit recommendations for the adoption by the Trust Board of:
 - appraisal policy and the process of appraisal/performance management;
 - a pay policy for the Academies and the Trust
- 2 To operate in accordance with the statutory regulations and the relevant Academy's and the Trust adopted policy as follows:
 - to select an external adviser to advise the Committee undertaking the appraisal of the Executive Principal (CEO) and Head teachers
 - to take advice from the external adviser when agreeing objectives and reviewing the Executive Principal (CEO) and Head teachers
 - to agree performance objectives with the Executive Principal (CEO) and Head teachers
 - to conduct appraisal/performance management for Executive Principal (CEO) and Head teachers
 - to determine whether the outcome of the Executive Principal (CEO) and Head teachers appraisal meets the criteria for pay progression as covered under the adopted pay policy;
 - to support the Executive Principal (CEO) and Head teachers with the annual report to the Board on appraisal arrangements and outcomes;
 - 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 Academies and the Trust.
- 4 A panel selected from the LGB Committee [or Board for the Trust] to hear any appeal by a teacher employed at any Academy [or the Trust] against the outcome of their application to the Upper Pay Range.
- 5 To determine annually, in accordance with the School Teachers' Pay and Conditions Document the Appraisal and Pay Policies adopted by the Academy [and the Trust] e.g. STRB recommendations, and the Academy's [and Trust]

salaries budget, the salary and allowance range for teachers. The salaries and gradings of teachers will be determined by the Academy [and Trust].

- 6 To determine annually, in accordance with the adopted Pay Policy and any appropriate regulations and agreements and within the Academies salaries budget, the salaries and gradings of support staff. The salaries and gradings of support staff will be determined by the Academy [and Trust].
- 7 To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.

Grievances

Note – where a member of staff is employed directly by the Trust and is not located at any Academy, the reference to LGB or LGB Committee shall be replaced with Trust Board or Business & Personnel Committee

- 8 To consider staff grievances where there is a referral under the grievance procedure adopted by the Board. A panel comprised of members of the LGB Committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure.
- 9 To consider staff complaints of harassment where there is a referral to the LGB Committee under the procedure adopted by the Board. The LGB Committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure.

Staff Discipline/Dismissals

Note – where a member of staff is employed directly by the Trust and is not located at any Academy, the reference to LGB or LGB Committee shall be replaced with Trust Board or Business & Personnel Committee

- 10 Under the disciplinary or capability procedures for the Executive Principal (CEO) and Head teachers adopted by the Trust Board, to consider formal action against the Executive Principal (CEO) and Head teachers and for a panel comprised of members of the LGB Committee to make a determination as provided for under either procedure. The LGB Committee will be responsible for the future review of any sanction short of dismissal as required under the relevant procedure.
- 11 Under the disciplinary or other relevant procedures (e.g. relating to capability, staff reductions or incapability due to ill-health) adopted by the LGB, to make any determination that any member of staff employed at an Academy should be dismissed from their post.
- 12 Before taking a decision on dismissal, the LGB Committee or panel will 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.
- 13 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 to the LGB.

Staff Appeals

Note – where a member of staff is employed directly by the Trust and is not located at any Academy, the reference to LGB or LGB Committee shall be replaced with Trust Board or Business & Personnel Committee

- 14 Under the disciplinary procedure or capability procedure adopted by the LGB, to consider any appeal against a sanction short of dismissal issued by the Head teacher or by the staff discipline/dismissal Committee or panel to a member of staff employed at the Academy.
- 15 Under the disciplinary or other relevant procedures (e.g. relating to capability, redundancy or incapability due to ill health) adopted by the LGB, to consider any appeal against a decision of the staff discipline/dismissal Committee or panel to dismiss from their post a member of staff employed at the Academy.
- 16 To consider appeals under other procedures as may from time to time be delegated by the Trust Board, including appeals under the Academy's adopted Pay Policy.

Personnel

Note – where a member of staff is employed directly by the Trust and is not located at any Academy, the reference to LGB or LGB Committee shall be replaced with Trust Board or Business & Personnel Committee

- 17 To receive reports and make recommendations to the Board on all aspects of matters relating to staff at the Trust and Academies.
- 18 To advise on the strategic planning of human resources.
- 19 To represent the Trust and undertake consultation and negotiation under the Trust's Trade Union Recognition and Liaison Agreement
- 20 To monitor the communication and consultation of policies and processes to staff and review feedback.
- 21 To advise on the means of achieving active participation by staff in policy development.
- 22 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.
- 23 To ensure the legal requirements for NQT induction are complied with.
- 24 To ensure matters relating to the discipline of staff or staff grievances in accordance with adopted procedures.

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- 25 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 Academy development plan.
- 26 To advise the Board on the appointment of the relevant Head teacher
- 27 The Board delegate the appointment of supply staff and temporary staff appointed for one term, and non-teaching staff to the relevant Head teacher to act otherwise as appropriate in accordance with the Trust's Schedule of Delegations
- 28 Non-teaching staff, appointed to support children with special needs, will be appointed in consultation with the Academy SENCO.