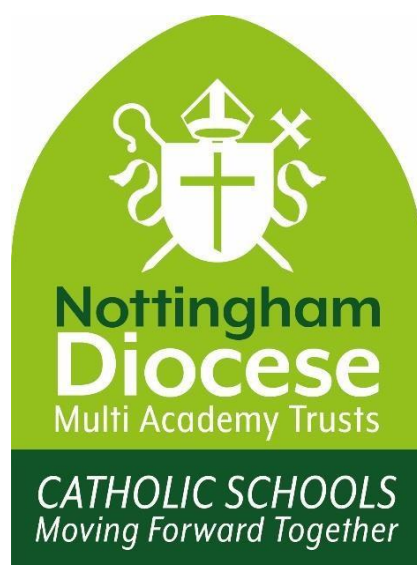


Nottingham Roman Catholic  
**Diocesan Education Service**



**CMAT Board of Directors**  
**Committee Terms of Reference**

September 2020

(Our Lady of Lourdes)

## **Committee Standing Orders for all committees of the Trust Board**

The Articles of Association allow for the creation of Committees to enable the Trust Board to discharge its duties. In the Catholic Multi Academy Trusts of the Diocese of Nottingham, the following Committees have been established:

- Trust-wide Committees:
  - Catholic Life
  - Curriculum & Standards
  - Audit, Risk & Governance
  - Finance & Estates
  - HR & Pay
- Local Governing Bodies (Members of the Local Governing Body shall be known as Local Governors), each of these committees aligned with Academies across the Trust

The Terms of Reference for these Trust Board Committees above should be read in conjunction with the Diocese of Nottingham's Local Governing Body Handbook and the Catholic Multi-Academy Trust (CMAT) Scheme of Delegation.

A Diocesan Executive Pay Advisory Committee has also been established.

**Each Trust-wide Committee scope** - is limited to the business defined in the relevant Terms of Reference and the Scheme of Delegation.

**Each LGB scope** - is limited to the business of the academy or academies allocated to it by the Trust Board and by the Scheme of Delegation. A full description of the duties of the LGB and the role of individual local governors is set out in the Diocese of Nottingham's Local Governing Body Handbook [https://www.dioceseofnottingham.uk/application/files/9715/6828/5853/Local\\_Governing\\_Body\\_Handbook\\_-\\_Final.pdf](https://www.dioceseofnottingham.uk/application/files/9715/6828/5853/Local_Governing_Body_Handbook_-_Final.pdf)

**Confidential Items** - Committees will determine at every meeting whether any items are deemed confidential and if so all those in attendance who are not local governors may be asked to leave, with the exception of:

- the Bishop of Nottingham (or representative) who has the right to be in attendance for all items
- the Director of Education (or representative) who has the right to be in attendance for all items
- CMAT Foundation Directors who have the right to be in attendance for all items

**Chair** - The appointed Chair will chair each meeting. If the Chair is not available then the Vice Chair will chair the meeting. If neither the Chair or Vice Chair are available then a chair will be appointed for that meeting from the Foundation Governors present. If a Trust Director is present at a meeting and there is no Chair or Vice Chair then they will chair the meeting.

**Virtual meetings** - There may be circumstances when, in order to increase participation, the meeting takes place in a virtual format. Where this is the case participation shall be taken as attendance and recorded as such in the notes of the meeting.

**Management of meetings** - Meeting records including agendas, supporting papers and minutes, will be stored on the on-line governor portal; agendas will be drafted in line with Trust Board templates; each meeting will be clerked and the notes made available in accordance with Trust Board procedures and timescales.

## Catholic Life Committee

<b>Purpose</b>	<p>The Committee is responsible for providing assurance to the Trust Board on:</p> <ul style="list-style-type: none"> <li>• the extent to which each school, and the Trust as a whole, is fulfilling the Bishop’s vision for Catholic education in the Diocese of Nottingham; and</li> <li>• the quality of Catholic Life and provision of Collective Worship in all schools across the Trust;</li> <li>• the provision provided for spiritual development al staff and pupils; and</li> <li>• that each school is promoting and upholding the CMAT’s vision, values, ethos and mission;</li> <li>• The progress and effectiveness of schools in meeting the requirements of the diocesan canonical inspection process.</li> </ul>
<b>Constitution and Membership</b>	<p>The Committee shall comprise <i>a minimum of three</i> suitably qualified and experienced persons appointed by the Trust Board.</p>
<b>Chair</b>	<p>The Committee shall appoint a Chair at the first scheduled meeting of each academic year if it has not done so at the end of the previous academic year.</p>
<b>Quorum</b>	<p>Any two members of the Committee shall constitute a quorum.</p>
<b>Frequency of Meetings</b>	<p>The Committee shall meet at least once each term.</p>
<b>Attendance</b>	<p>The Lead Lay Chaplain and the CEO of the Trust shall normally attend meetings of the Committee.</p>
<b>Authority and Delegated Functions</b>	<p>The Committee is required by the Board to achieve its delegated functions for all schools within the Trust through:</p> <ul style="list-style-type: none"> <li>• constructively challenging the Lead Lay Chaplain as to the effectiveness and impact of the support provided for schools to help develop their Catholic Life and Collective Worship;</li> <li>• reviewing schools’ current self-assessment according to the DCI framework;</li> <li>• in depth review/scrutiny of schools whose Catholic Life or Collective Worship is inadequate and/or requiring improvement and/or which are causing concern including those that are slow to improve;</li> <li>• drawing the attention of the Trust Board to any concerns arising; and</li> <li>• considering to what extent encounter with the person of Jesus Christ is truly at the heart of each school community, and the Trust as a whole.</li> </ul> <p><i>Reports to the Committee</i></p> <p>Reports to the Committee shall be presented by the Chief Executive Officer and/or the Lead Lay Chaplain, in line with the CMAT’s Improvement Plan and Aims for the year; particularly highlighting how diocesan, national and universal Church Initiatives are being lived out.</p>
<b>Reporting Procedures</b>	<p><i>Reporting to the Trust Board</i></p> <p>The Committee shall provide a termly report (via the minutes of the meeting) to the Trust Board summarising the overall position of the Trust and of individual schools within the Trust in living out their Catholic mission and ethos and drawing attention to any schools or issues of concern. The minutes of meetings of the Committee shall be made available to all members of the Trust Board.</p>

## Curriculum & Standards Committee

<b>Purpose</b>	<p>The Committee is responsible for providing assurance to the Trust Board on:</p> <ul style="list-style-type: none"> <li>• the standards and performance of all school within the Trust;</li> <li>• the effectiveness of the Trust Quality Assurance process;</li> <li>• that each school is promoting and upholding the CMAT's vision, values and ethos.</li> </ul>
<b>Constitution and Membership</b>	<p>The Committee shall comprise <i>a minimum of three</i> suitably qualified and experienced board members appointed by the Trust Board.</p> <p>The person(s) appointed by the Board to have oversight of Safeguarding and SEND shall be entitled to attend and draw the attention of the Committee to any safeguarding implications arising from reports and/or proposals brought to the Committee.</p>
<b>Chair</b>	<p>The Committee shall appoint a Chair at the first scheduled meeting of each academic year if it has not done so at the end of the previous academic year.</p>
<b>Quorum</b>	<p>Any two members of the Committee shall constitute a quorum.</p>
<b>Frequency of Meetings</b>	<p>The Committee shall meet at least once each term.</p>
<b>Attendance</b>	<p>The Chief Executive Officer and the Director(s) of Performance and Standards of the Trust shall normally attend meetings of the Committee.</p>

<b>Authority and Delegated Functions</b>	<p>The Committee is required by the Board to achieve its delegated functions for all schools within the Trust through:</p> <ul style="list-style-type: none"><li>• constructively challenging the appropriate Director of Performance and Standards as to the effectiveness and impact of the Quality Assurance (QA) process and the related school improvement work;</li><li>• reviewing benchmarking data in relation to individual schools and to the overall performance of Trust in comparison to regional and national standards and to other comparable Trusts;</li><li>• in depth review/scrutiny of schools in special measures and/or requiring improvement and/or which are causing concern including those that are slow to improve;</li><li>• drawing the attention of the Trust Board to any concerns arising from the standards and performance of schools and/or the QA process.</li></ul> <p><i>Safeguarding</i></p> <ul style="list-style-type: none"><li>• the Committee shall have particular regard to safeguarding compliance and effectiveness in all schools within the Trust and shall draw the attention of the Board to any safeguarding concerns arising from the termly review of school performance. (The agenda for each meeting of the Committee is to include a standing item on Safeguarding).</li></ul> <p><i>Reporting to the Trust Board</i></p> <p>The Committee shall provide a termly report (this may be via the minutes of the meeting) to the Trust Board summarising the overall performance of the Trust and of individual schools within the Trust and drawing attention to any schools or issues of concern. The minutes of meetings of the Committee shall be made available to all members of the Trust Board.</p>
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	<p>The Committee chair will report to the Trust Board following each Committee meeting to confirm decisions made, key points to note and to ask to approval for anything outside the scope of the Committee.</p> <p><i>Reports to the Committee</i></p> <p>The Committee undertakes in-depth review/scrutiny of schools in special measures and/or requiring improvement and/or causing concern, including those that are slow to improve.</p> <p>Reports to the Committee shall be presented by the Chief Executive Officer and/or the appropriate Director(s) of Performance and Standards and shall be supported by a strategic overview commentary and analysis of the performance of the Trust in relation to school improvement and school to school support etc. Reports shall include:</p> <ul style="list-style-type: none"> <li>• a strategic overview commentary on standards, performance and quality assurance of the schools within the Trust (including data on diocesan canonical inspections);</li> <li>• a summary overview of all schools within the Trust to include a RAG rated risk assessment of the current direction of travel of standards and performance and drawing the attention of the Committee to those schools requiring in depth review, overall trends across the Trust and any related concerns;</li> <li>• the most recent termly QA report for those schools to which the attention of the Committee has been drawn and to include a brief summary of developments since the previous meeting. (Members of the Committee are to have access to all QA reports for all schools within the Trust);</li> <li>• regional and national comparators of pupil outcomes and other relevant data;</li> <li>• a summary of schools or issues of concern that the Committee may wish to draw to the attention of the Trust Board;</li> <li>• occasional reports (to be provided as data/information becomes available) setting out key statistics including: <ul style="list-style-type: none"> <li>○ demography and characteristic of schools and pupils within the Trust;</li> <li>○ Pupil outcomes, attainment and progress;</li> <li>○ Safeguarding, Welfare, Behaviour, Exclusions, Complaints, Attendance, Staff/Pupil ratios and related matters;</li> </ul> </li> <li>• comparisons with other comparable Trusts and with regional and national trends.</li> </ul>
<p><b>Reporting Procedures</b></p>	<p>The minutes of meetings of the Committee shall be made available to all members of the Trust Board</p> <p>The Committee chair will report to the Trust Board following each Committee meeting to confirm decisions made, key points to note and to ask to approval for anything outside the scope of the Committee.</p>

## Audit, Risk & Governance Committee

<b>Purpose</b>	<p>The purpose of the Committee is to oversee and provide independent assurance to the Trust Board, and to make recommendations to the Trust Board thereon, on the arrangements of the Trust in relation to:</p> <ul style="list-style-type: none"> <li>• Audit;</li> <li>• Risk Management and Internal Control;</li> <li>• Governance (following any directives issued by the Diocese of Nottingham);</li> <li>• Ethics and Probity (including oversight of the Whistleblowing Policy and protecting the identity of whistle-blowers).</li> </ul>
<b>Constitution and Membership</b>	<p>The Committee shall comprise a minimum of three Trust Board members and shall always include the Chair of the Trust. In addition, one or more members of the Committee must have relevant experience in accounting, auditing and/or finance but shall have no executive responsibility for the management of the Trust.</p> <p>The Chair of the Finance Committee is not eligible for appointment as Chair of this Committee.</p>
<b>Chair</b>	<p>The Committee shall appoint a Chair at the first scheduled meeting of each academic year if it has not done so at the end of the previous academic year.</p>
<b>Quorum</b>	<p>Any two members of the Committee shall constitute a quorum.</p>
<b>Frequency of Meetings</b>	<p>The Committee shall meet at least three times a year.</p> <p>The internal or external auditors may request a meeting of or with the Committee if they consider this to be necessary (any such reasonable request shall not be refused).</p>
<b>Attendance</b>	<p>The Chief Executive Officer as the Accounting Officer shall normally attend all meetings of the Committee.</p> <p>The Committee may, at its sole discretion, request a meeting with the external and/or internal auditors without senior leaders of the Trust being present.</p> <p>Internal and external auditors shall attend the meetings regularly. Other specialists may also attend to advise or report to the Committee.</p>
<b>Authority and Delegated Functions</b>	<p>The Committee is an advisory body with no executive powers. It is authorised by the Trust Board to:</p> <ul style="list-style-type: none"> <li>• investigate any activity within its terms of reference, and to seek any information it requires from staff, who are required to co-operate with the Committee in the conduct of its enquiries;</li> <li>• obtain independent professional advice if it considers this necessary. The budget limitation for this is set as £2,500. Any amount above this shall require authorisation by the Trust Board.</li> </ul> <p>The Audit and Risk Committee shall:</p> <p><i>Audit</i></p> <ul style="list-style-type: none"> <li>• review the draft external financial statements and reports of the Trust to ensure that they reflect best practice and are in accordance with the relevant accounting and reporting requirements which include the ESFA Financial Handbook;</li> </ul>

- approve arrangements for and to consider and make a recommendation to the Trust Board for the appointment of an external and an internal auditor, the level of fees, the provision of any non-audit services by the external or internal auditor and any issues related to the resignation or dismissal of the external or internal auditor;
- discuss with the external auditor the nature and scope of each forthcoming audit and the findings of the audit once completed;
- approve the Annual Internal Audit Plan for the Trust and consider and report to the Trust Board on the Annual Internal Audit Report, identifying any areas of concern in terms of strategic risk and addressing key internal control issues as required;
- specifically consider the level of assurance internal audit work provides about the arrangements of the Trust and whether there are any concerns arising that need to be brought to the attention of the Trust Board;
- consider all relevant reports from the internal auditors and from the external auditor, including reports on the accounts of all schools within the Trust;
- consider the achievement of value for money and the response to any management letters;
- monitor and where the Committee considers necessary draw the attention of the Trust Board to progress in relation to implementation of any actions recommended (and agreed by management) by any internal or external auditors to address any adverse control findings identified by them;
- review the effectiveness of the internal control systems of the Trust and its schools to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, efficient, effective and environmentally preferable manner;
- consider, and advise the Trust Board on the annual and long-term audit programme of the Trust, ensuring that the internal controls of the Trust are subject to appropriate independent scrutiny at least in accordance with Government standards;
- monitor the performance of internal audit, including agreeing the scope of any external assessment and receiving reports on the management and performance of the providers of internal audit services, including the results of the quality assurance and improvement programme which shall form part of Internal Audit's annual report. (This is in accordance with the mandatory Internal Audit Standards);
- ensure that there are effective arrangements in place between internal and external audit and that the value of the audit process is actively promoted;
- propose the approval of the Annual Statement of Accounts to the Trust Board and have oversight of the publication of an Annual Report in the most appropriate format;
- The Committee shall follow the prescribed activities in the Scheme of Delegation approved by the Trust Board regarding writing off bad debts and disposal of surplus stock, stores and assets.

*Risk*

- approve and/or review the arrangements developed for robust systems for identifying and evaluating significant risks and ensure that effective Risk Management Systems are put in place, including arrangements relating to internal control and the internal audit function;
- review and endorse the Business Continuity Plan and Risk Management Strategy and formally review the Risk Register at least annually.





	<p><i>Governance, Ethics &amp; Probity</i></p> <ul style="list-style-type: none"> <li>• monitor the openness of the Trust in its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so;</li> <li>• have oversight of the management and response of the Trust in relation to the Freedom of Information Act and Data Protection Act requests;</li> <li>• review any issue referred to it by any other Trust Committee or the Board;</li> <li>• have oversight of provisions that reflect the transparency of the Trust including Whistleblowing Policy and Procedures and Fraud and Corruption Policy and to review and discuss any incidents arising under those policies, reporting to the Trust Board as required;</li> <li>• protect at all times the identity of whistle-blowers and to carry out suitable investigations into allegations arising. To act on any recommendations made as a result;</li> <li>• consider the level of compliance of the Trust with its own and other published standards and controls;</li> <li>• promote and maintain the highest standards of conduct by any Board Members and Non-Executive Directors having regard to the Nolan principles and any other recommended Code of Conduct established from time to time;</li> <li>• implement any directives issued by the Diocese of Nottingham;</li> <li>• review the operation of the Code of Conduct (Directors/Governors) and Code of Conduct (staff);</li> <li>• oversee and review the arrangements of the Trust in relation to training, guidance and support in the context of ethics and probity, including promoting and maintaining the Code of Conduct (Directors/Governors) and Code of Conduct (staff).</li> </ul>
<p><b>Reporting Procedures</b></p>	<p>The minutes of meetings of the Committee shall be made available to all members of the Trust Board.</p> <p>The Committee chair will report to the Trust Board following each Committee meeting to confirm decisions made, key points to note and to ask to approval for anything outside the scope of the Committee.</p>

## Finance and Estates Committee

<b>Purpose</b>	<p>The purpose of the Committee is to:</p> <ul style="list-style-type: none"> <li>• provide oversight and assurance to the Trust Board as to the effective and appropriate management and use of Trust financial resources and to make recommendations to the Board in relation to these matters;</li> <li>• provide oversight and assurance to the Trust Board as to the effective management of the Trust Estate including maintaining compliance with all statutory requirements;</li> <li>• provide oversight and assurance to the Trust Board that capital funds are used and managed effectively and efficiently;</li> <li>• oversee all matters relating to health and safety within the Trust.</li> </ul>
<b>Constitution and Membership</b>	<p>The Committee shall comprise a minimum of three suitably qualified and experienced Trust Board members.</p> <p>The person(s) appointed by the Board to have oversight of safeguarding and SEND shall be entitled to attend and draw the attention of the Committee to any safeguarding implications arising from reports and/or proposals brought to the Committee.</p>
<b>Chair</b>	<p>The Committee shall appoint a Chair at the first scheduled meeting of each academic year if it has not done so at the end of the previous academic year.</p> <p>The Chair of this Committee is not eligible for appointment as the Chair of the Audit and Risk Committee.</p>
<b>Quorum</b>	<p>Any two members of the Committee shall constitute a quorum.</p>
<b>Frequency of Meetings</b>	<p>The Committee shall meet at least six times each year.</p>
<b>Attendance</b>	<p>The Chief Executive Officer and the Director of Finance/Operations shall normally attend all meetings of this Committee.</p>

<b>Authority and Delegated Functions</b>	<p><i>General Areas</i></p> <ul style="list-style-type: none"><li>• hold to account and constructively challenge the Executive Team as to the effectiveness and impact of policy, proposals and practice in relation to the management and deployment of Trust resources;</li><li>• review benchmarking data in relation to the overall performance of the Trust in comparison to regional and national standards and to the performance of other comparable Trusts;</li><li>• consider and review detailed reports on the financial sustainability, human resource and estate management performance, practices and resources of the Trust.</li></ul> <p><i>Finance</i></p> <p>To make recommendations to the Board on:</p> <ul style="list-style-type: none"><li>• the approval of the annual budget for the Trust as recommended by the Director of Finance/Director of Operations;</li><li>• any other financial matter referred to the Committee by the Trust Board.</li></ul> <p>To approve:</p> <ul style="list-style-type: none"><li>• the financial management and investment policies of the Trust (and any proposed amendment thereto);</li><li>• procurement policies and associated arrangements;</li><li>• major contracts;</li></ul>
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	<ul style="list-style-type: none"> <li>• variations to the budget;</li> <li>• financial regulations, delegations and proposed amendments thereto.</li> </ul> <p>To monitor and provide assurance to the Board as to:</p> <p>The overall financial performance and sustainability and resource requirements/use of the Trust (including performance against approved budgets) through consideration of:</p> <ul style="list-style-type: none"> <li>• the Operational Financial Report to be submitted to each meeting of the Committee by the Director of Finance/Director of Operations. This shall include the range of financial information and projections required by the Committee for the Trust as a whole and for individual academies (eg. investment, use of balances (in accordance with the approved use of balances policy), financial projections and any material variances, capital requirements and expenditure, revenue balances, pupil number projections, staffing costs and any other details required by the Committee);</li> <li>• the monitoring of financial efficiencies and economies of scale.</li> </ul> <p><i>Estates</i></p> <ul style="list-style-type: none"> <li>• ensure that all capital projects are overseen by an appropriately qualified buildings manager;</li> <li>• to consider and make recommendations to the Board regarding the strategic development and maintenance of the Trust estate in consultation with the Nottingham Roman Catholic Diocesan Education Service;</li> <li>• to consider and review as appropriate the Trust Asset Management Plan;</li> <li>• to consider and review as appropriate the Trust asset strategy.</li> </ul> <p><i>Safeguarding</i></p> <ul style="list-style-type: none"> <li>• to take into account and where the Committee considers necessary make recommendations to the Board on the safeguarding implications (if any) of all issues within the remit of the Committee.</li> </ul> <p><i>Health and Safety</i></p> <ul style="list-style-type: none"> <li>• to approve the health and safety policy and to monitor its implementation;</li> <li>• to receive an annual report on health and safety;</li> <li>• to ensure that any specialist/external advice on health and safety matters is implemented and quality assured.</li> </ul>
<p><b>Reporting Procedures</b></p>	<p>The minutes of meetings of the Committee shall be made available to all members of the Trust Board.</p> <p>The Committee chair will report to the Trust Board following each Committee meeting to confirm decisions made, key points to note and to ask to approval for anything outside the scope of the Committee.</p>

## Human Resources and Pay Committee

<b>Purpose</b>	<p>The purpose of the Committee is to:</p> <p>(HR)</p> <ul style="list-style-type: none"> <li>• ensure that HR strategies and policies facilitate the delivery of the CMAT strategic plan;</li> <li>• monitor the impact of HR policies and strategies on organisational performance;</li> <li>• determine strategies and employment policy for all staff including the CEO;</li> <li>• adopt open and transparent HR policies and procedures ensuring that HR strategies follow best practice and comply with employment and equality legislation;</li> <li>• consider any employment issues carrying a significant potential risk (e.g. in legal or financial terms) to the Trust.</li> </ul> <p>(Pay)</p> <ul style="list-style-type: none"> <li>• consider and determine terms and conditions including salary of the Executive Team and annual PRP awards for headteachers; and</li> <li>• make recommendations to the Board regarding the pay policy and the terms and conditions of service of the Trust.</li> </ul>
<b>Constitution and Membership</b>	<p>The Committee shall comprise a minimum of three suitably qualified and experienced Trust Board members.</p>
<b>Chair</b>	<p>The Committee shall appoint a Chair at the first scheduled meeting of each academic year if it has not done so at the end of the previous academic year.</p>
<b>Quorum</b>	<p>Any two members of the Committee shall constitute a quorum.</p>
<b>Frequency of Meetings</b>	<p>(HR)</p> <p>The Committee shall meet at least three times each year.</p> <p>(Pay)</p> <p>The Committee shall meet at least twice each year (normally in December and June).</p>
<b>Attendance</b>	<p>(HR)</p> <p>The Chief Executive Officer and the Director of Human Resources and/or HR Manager shall normally attend all meetings of this Committee.</p> <p>(Pay)</p> <p>The Chief Executive Officer shall normally attend meetings of the Committee and shall withdraw if requested to do so by the Chair and/or if any item relating to their terms and conditions of service are to be discussed.</p>

<p><b>Authority and Delegated Functions</b></p>	<p>(HR)</p> <p>To consider, keep under review and where the Committee consider necessary make recommendations to the Board on:</p> <ul style="list-style-type: none"> <li>• the impact and implementation of any Trust-wide strategies and policies for human resources and organisational development;</li> <li>• the effectiveness of the measures in place to ensure compliance with and promote equality and diversity in employment;</li> <li>• the details of proposed Trust restructuring proposals and oversee the implementation of restructures;</li> <li>• the impact and Trust-wide strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of Trust staff;</li> <li>• the arrangements for the appointment, grading, appraisal and dismissal of senior postholders, including compliance with the requirements for reserved posts;</li> <li>• the effectiveness of HR policies and procedures through the use of key performance indicators;</li> <li>• to form HR panels as required.</li> </ul> <p><i>Safeguarding</i></p> <ul style="list-style-type: none"> <li>• To ensure that all requirements for safer recruitment are in place.</li> </ul> <p><i>Reports to the Committee</i></p> <ul style="list-style-type: none"> <li>• The Committee will at each meeting receive a report on HR issues from the HR Director or a delegated person.</li> </ul> <p>(Pay)</p> <p>Any decision with resource implications for which provision has not been made in the budget shall be subject to recommendation to the Board. Subject to this, the Pay Committee has full delegated authority in relation to:</p> <p><i>Performance Appraisal and Salaries</i></p> <ul style="list-style-type: none"> <li>• to undertake the annual performance appraisal of and target setting for the Chief Executive Officer in consultation with the Director of Education for the Diocese of Nottingham;</li> <li>• taking into consideration any proposals made by the Diocesan Executive Pay Advisory Committee determine and annually review the salary ranges of each member of the Executive Team (for example the Chief Executive Officer, Director of Finance/Director of Operations, Director(s) of Performance and Standards of the Trust);</li> <li>• determine, on recommendation of the Chief Executive Officer, annual pay awards for headteachers;</li> <li>• approval of salary scales / pay awards / pay policies;</li> <li>• ratify pay progression decisions and monitor implications of appraisal and pay decisions.</li> </ul> <p><i>Staff Terms and Conditions</i></p> <p>Determine and review the terms and conditions of staff and associated Human Resource</p>
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policies in relation to:

- the scheme for payment of headteachers above the Pay Scale applicable to their school;
- the Trust Job Evaluation Scheme including the delegated arrangements for implementation of the Scheme.

*Staff Related Procedures*

determination of compromise agreements above £10,000 (subject to a value-for-money report from the Chief Executive Officer).



<b>Reporting Procedures</b>	<p>(HR)</p> <p>The minutes of meetings of the Committee shall be made available to all members of the Trust Board.</p> <p>The committee chair will report to the Trust Board following each committee meeting to confirm decisions made, key points to note and to ask to approval for anything outside the scope of the committee.</p> <p>(PAY)</p> <p>The minutes of meetings of the Committee shall not routinely be made available to all members of the Trust Board until the following academic year, or until the process for any appeals which may have been made have been completed, whichever is the longer.</p> <p>The Committee chair will report to the Trust Board following each Committee meeting to confirm that the meetings have taken place and proper processes have been followed.</p>
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## Executive Pay Advisory Committee

<p><b>Purpose</b></p>	<p>The purpose of the Committee is to:</p> <ul style="list-style-type: none"> <li>• To make recommendations on the pay policy for Chief Executive Officers (CEOs);</li> <li>• To recommend the establish and review, on an annual basis, the pay bandings of the Chief Executive Officers (CEO);</li> <li>• To recommend to CMATs the appropriate pay bands of the CEO and other posts within the Executive and Central Teams;</li> <li>• To evaluate the appropriate grade and pay for any new posts proposed in the Executive and Central teams not previously evaluated;</li> <li>• To make pay recommendations for any ad hoc, off scale posts in the Executive or Central Teams;</li> <li>• Whilst recognising the different requirements of the four CMATs, to consider whether proposals for new and amended posts have implications for others;</li> <li>• To monitor the equality impact of any pay recommendations made by the Committee;</li> <li>• To ensure compliance with statute or regulation concerning the pay of senior postholders in the CMATs.</li> </ul>
<p><b>Constitution and Membership</b></p>	<p>The Episcopal Vicar for Catholic Education (Chair)</p> <p>The Chairs of the CMAT boards of:</p> <ol style="list-style-type: none"> <li>1. Our Lady of Lourdes</li> <li>2. St Ralph Sherwin</li> <li>3. St Therese of Lisieux</li> <li>4. St Thomas Aquinas</li> </ol> <ul style="list-style-type: none"> <li>• Director of Education for the Diocese of Nottingham (<i>Adviser</i>)</li> <li>• HR Director (<i>Adviser</i>)</li> </ul>
<p><b>Frequency of Meetings</b></p>	<p>The Committee will meet at least once a year, in the Advent term, to make recommendations on any changes to the pay bands for CEOs.</p> <p>Further meetings throughout the year will be convened as necessary. Wherever possible the meetings of this Committee will take place following on from Chairs' meetings.</p>

## Local Governing Body

<b>Purpose</b>	<p>The Local Governing Body purpose is to:</p> <ul style="list-style-type: none"> <li>• ensure that the Catholic character of the school is preserved;</li> <li>• promote and develop the Catholic Life of the school;</li> <li>• ensure that the Religious Education curriculum is in accordance with the bishop’s policy for this diocese, based on the Bishops’ Conference Curriculum Directory for Religious Education;</li> <li>• promote the vision of the Catholic Multi-Academy Trust;</li> <li>• drive up standards by challenging, supporting and holding the leadership team in the academy to account;</li> <li>• maintain and develop relationships with staff, parents and the parish community;</li> <li>• ensure arrangements for safeguarding pupils and staff in the school are fully compliant with statutory requirements;</li> <li>• contribute to the strategic direction of the school through the school development plan and monitoring its implementation;</li> <li>• monitor the impact of deployment of all resources made available to the academy to ensure they are allocated and spent in line with the Catholic Multi-Academy Trust priorities and the school development plan.</li> </ul>
<b>Constitution and Membership</b>	<p>The Local Governing Body shall comprise a minimum of six local governors of which foundation governors will always form the majority. The LGB will have:</p> <ul style="list-style-type: none"> <li>• a minimum of 4 foundation governors, which may include the parish priest. There is no maximum number of foundation governors</li> <li>• 2 elected parent governors (elected by the parent body)</li> </ul> <p>There is no other category of governor.</p>
<b>Chair</b>	<p>The Committee shall appoint a Chair and Vice Chair at the first scheduled meeting of each academic year if it has not done so at the end of the previous academic year.</p>
<b>Quorum</b>	<p>There must always be a majority of foundation governors present at any LGB meeting.</p>
<b>Frequency of Meetings</b>	<p>The Committee shall meet according to the Trust Board calendar of dates.</p>
<b>Attendance</b>	<p>The Headteacher or Executive Headteacher will be invited to attend all meetings of the Local Governing Body. Headteachers are not local governors and do not have voting rights.</p> <p>The Trust CEO, or their designated representative, may attend any meeting of the Local Governing Body and, if in attendance, will not have voting rights.</p> <p>The Bishop of Nottingham (or his designated representative), any Trust Board Foundation Director and, if in attendance, will have voting rights.</p> <p>Other staff members may be invited to attend by the LGB or Headteacher to give professional input without being appointed as a governor.</p> <p>‘Associate Members’ are temporary, time limited appointments authorised by the CMAT Trust Board and the NRCDES to support the work of the LGB in exceptional circumstances where there is a need to temporarily augment the skills and experience of the LGB. Associate Members must be first approved by the Trust Board and the NRCDES before attending a</p>

	Local Governing Body meeting. Associate Members are not local governors and do not have voting rights.
<b>Authority and Delegated Functions</b>	<p>The Academy Trust Company is the legal entity for the purposes of company and charity law and is the employer of all staff.</p> <p>The LGB is set up by the Trust Board as a committee for the named academy or academies.</p> <p>The LGB has delegated to it by the Trust Board a range of functions as set out in the Scheme of Delegation which is subject to annual review.</p> <p>The Trust Board may remove part or all of the Scheme of Delegation for the LGB at any time with the prior written consent of the Members through the NRCDES.</p> <p>The LGB shall appoint a local governor or governors for the following specific functions:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• SEND</li> </ul> <p>The LGB shall not enter into any agreements, make offers of employment or carry out any other activity not delegated to them under the Scheme of Delegation.</p> <p>The Trust Board allocates funds to school annually – the “budget”. The LGB does not control or approve the budget but monitors the impact of the deployment of all resources (such as financial resources, people, facilities etc) in the academy.</p> <p>LGBs are expected to respond to requests by the Trust Board for reports and feedback to support the ongoing development and delivery of governance across the Trust.</p> <p>The Trust Board will hold seminars, training events, briefings for LGBs periodically and LGBs are expected to send a representative in line with Trust Board procedures.</p>
<b>Reporting Procedures</b>	The LGB meetings will be clerked and the notes of all meetings will be made available to the Trust Board according to Trust Board procedures, including any feedback or questions for the Trust Board.