



ST JOHN FISHER CATHOLIC VOLUNTARY ACADEMY

Academy Council Committees 2017-18

TERMS OF REFERENCE AND MEMBERSHIP

Resources

- To review major contracts and services due for renewal (including insurance) and ensure that they adhere to best value
- To review suggestions for income generation
- To receive report from Business Manager/Bursar and analyse outcomes from financial benchmarking
- To agree end of year surplus/deficit
- To review Academy Members and staff financial skills audit
- To ensure the budget has allocated funds to support the School Development Plan and any proposed changes in staffing structure
- To agree annual financial statement of accounts

Rev Dr. J D Cortis
Mr J Taylor
Mr G Conroy
Mrs C Oldroyd
Fr. E Hegarty
Mr P Booth

Premises and Insurance

- To prepare a statement of costed priorities for maintenance and development for the approval of the Academy Council
- To seek advice from diocese or trustees in relation to buildings insurance and personal liability
- To develop school buildings strategy or master plan and contribute to Asset Management Planning arrangements
- To procure and maintain buildings, including developing a properly funded maintenance plan
- To apply for capital funding and grants in association with the Trust Board where appropriate to maximise development of the premises
- To monitor the implementation of capital works programmes
- To assess the impact of the Disability Equality Scheme and contribute to an annual report to parents
- To ensure that the school is compliant with guidance on asset management and premises alterations

In attendance:

Mr N Aurangzeb (CFO)
Miss S Wilkinson

Health and Safety

- To monitor fire prevention procedures
- To monitor reports of incidents
- To ensure effective records are kept with respect to health and safety and safeguarding
- To monitor that an inventory of sources of hazards has been produced for which appropriate risk assessment is needed
- To review Health and Safety Policy annually

Personnel

- To review staffing to ensure the number of posts and structure are reasonable
- To consider and agree pay discretions that are outside of the approved pay policies
- To ensure that all staff have Catholic Education Service (CES) contracts of employment
- To provide support, guidance and accountability for the headteacher on personnel matters
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider requests for exceptional leave outside of locally agreements

Pay and Performance Management:

- To monitor the implementation of the performance management policy.
- To consider Headteacher's recommendations on staff pay
- To approve salary increases
- To consider recommendations from the Headteacher's Performance Committee

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| <p style="text-align: center;"><u>Mission:</u></p> <ul style="list-style-type: none"> • To ensure provision of 10% RE in line with Diocesan requirements. • To ensure the deliverance of the approved diocesan RE syllabus/scheme of work • To ensure that all pupils take part in a daily act of collective worship • To monitor the Catholic Life of the Academy (Section 48) • To have an overview of Safeguarding and Child Protection policy • To have an overview of Looked After Children Policy and Procedures • To monitor implementation of the Child Protection Policy and Procedures • To ensure parents can access an annual report on the effectiveness of the school's provision for pupils with Special Education Needs and those with disabilities and medical needs • To review attendance and exclusions • To ensure parents can access an annual report on the effectiveness the school's use of the Pupil Premium. <p>Admissions and Exclusions</p> <ul style="list-style-type: none"> • To consider admissions application decisions • To make arrangements for admission appeals • To manage all matters relating to the disciplinary policy of the academy • To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. | <p>Rev Dr J D Cortis Mr J Taylor Mrs A Fleetwood Mrs C Oldroyd Can. J Aveyard</p> <p><u>In attendance:</u></p> <p>Mrs K Lea Mrs C Kernan Miss S Wilkinson Chaplain: Mrs A Crowther Catholic Care Social Worker)</p> |
| <p style="text-align: center;"><u>Headteacher Teacher's Performance</u></p> <ul style="list-style-type: none"> • To agree a set of objectives by December each year with the support of an advisor • To monitor progress with the objectives set • To evaluate Headteacher's achievements of objectives at the end of the cycle | <p><u>In attendance:</u></p> <p>Mr M Collier</p> |

Standards in Learning and Teaching:

Curriculum

- To have an overview ensuring that a broad and balanced curriculum is taught to all pupils and to consider any disapplication for pupil(s)
- To deliver a personalised curriculum for all learners ensuring that pupil premium groups succeed
- To deliver an approved diocesan RE syllabus/scheme of work
- To make arrangements for collective worship
- To be responsible for standards of teaching
- To receive reports from curriculum leaders
- To receive an update from the Head-teacher on the impact of curriculum development and review curriculum development priorities
- To review provision of careers education, information and advice
- To review home-school agreements
- To review Special Educational Needs provision
- To review provision for gifted, more able and talented pupils
- To set pupil progress targets
- To review pupil progress towards targets reporting three times a year to Trust Standards Committee

Data Analysis and Target Setting

- To agree targets for pupil achievement ensuring they are robust and challenging
- To receive analysis of examination results and key stage assessments and consider implications in relation to targets set
- To review un-validated data on Key Stage assessment against expected outcomes
- To review the destination of school leavers

Standards

- To monitor standards of pupil progress and attainment
- To celebrate when standards are high/improve

Rev Dr J D Cortis
Mr J Taylor
Mrs S Collins
Mrs A Fleetwood
Dr C Schwab
Mr G Conroy

In attendance:

Miss S Wilkinson
Ms C Hall
Mr D Habberjam
Mr P Rushton
Mr T Sturgess

Complaints/ Appeals:

- To consider and respond to complaints from staff, parents and the public

In attendance:

Mr J Taylor

Admission Panel: Rev Dr J D Cortis, Mrs C Oldroyd,