

WESSEX PARTNERSHIP TRUST LTD

TERMS OF REFERENCE FOR THE TRUST BOARD

1.0 INTRODUCTION

The Trust Board of Wessex Partnership Trust Ltd (WPT) will be formed as follows:

Role	Description
Trustees	Up to ten Trustees, including the Headteacher, whose responsibility is to determine and monitor the governance structure of the WPT. Trustees may include up to one member of Staff plus the Headteacher, Head Teachers from the Wessex Partnership, Parent Trustees and other, external parties.

A Clerk will be appointed to, and approved by, the Trust Board.

2.0 THE TRUST BOARD

2.1 OVERSIGHT

- The Trust Board will be overseen by the Trust's Members.
- Members will be elected from among the Wessex Partnership Head Teachers.
- Members will ordinarily serve a term of four years and can be re-appointed for one further term.

2.2 TRUSTEES

- The appointment of trustees will be approved by the Members, unless co-opted by the Trust Board.
- Trustees shall ordinarily serve for a term of four years and can be re-appointed for one further term, except in the case of Parent Trustees – see clause 2.3.
- Trustees' start dates shall be varied, where practicable, to avoid terms of office ending on one date.
- The Chair of the Trust Board will be elected by the Trustees, from among their number.
- The Chair of the Trust Board will ordinarily serve a term of one year and can be re-appointed for one further term.

2.3 PARENT TRUSTEES

- The appointment of Parent Trustees to the Trust Board will be approved by the Trustees.
- Parent Trustees shall ordinarily serve for a term of one year and can be re-appointed for one further term.
- In the event that no suitable candidates can be found, the Trust Board may seek to co-opt members from within the social and family agencies that work with the WPT.

3.0 COMMITTEES

- Given the size of the School, there will be no Committees.
- All governance issues will be discussed at meetings of the Trust Board including Finance, Premises, Staffing & Remuneration and Curriculum. Terms of Reference for each element of the Trust Board's meetings can be found at section 7.0.

4.0 QUORUM

- For all meetings, the quorum shall be a minimum of three members of the Trust Board.
- Any decisions taken must be determined by a majority of votes of those present and voting, but no vote can be taken unless a majority of those present are Trustees.

5.0 MEETINGS

- Meetings of the Trust Board will take place termly, a minimum of six times per year.

Additional meetings will be at the discretion of the Trust Board.

- In the absence of the Chair, the Trust Board shall choose an acting Chair for that meeting from among their number.
- In the absence of the Clerk the Trust Board shall choose a Clerk for that meeting from among their number (someone who is not the Headteacher).

6.0 REPORTING

- Papers relating to a meeting of the Trust Board will be circulated to those members of the Trust Board that are due to attend the meeting no later than seven days prior to the meeting date.
- The draft minutes of each meeting of the Trust Board will be circulated with the agenda for the next ordinary meeting of the Trust Board and will be presented at that meeting by the Chair (or in his/her absence another member of the Trust Board).
- Papers and meeting minutes will be made available as necessary to the Wessex Partnership Head Teachers and / or the Wessex Partnership Trust's Members.

7.0 RESPONSIBILITIES

7.1 OVERVIEW

The Trust Board will oversee the development, adoption and implementation of the full range of school policies and procedures.

This will include the annual admissions process and the referral pathways with partnership schools and the Local Authority and performance sharing with relevant local partnerships, agencies and education providers.

The Trust Board will be expected:

- To ensure all pupils on roll at schools within The Wessex Partnership have access to a high quality education provision in line with the WPT vision.
- To monitor the implementation of a school improvement plan ensuring that it is delivering against agreed strategic and local objectives; moving the school and WPT as a whole towards achieving and sustaining a regulatory judgement of outstanding in all areas.
- To ensure that the academic and wellbeing needs of the WASP Centre's pupils' are being

met effectively through the design and delivery of a broad and balanced curriculum which, through use of personalised, developmental support helps to maximise each pupil's progress, attainment and enjoyment.

- To ensure all pupils are safeguarded.
- To ensure The WPT's collective published admission number (PAN) is full.
- To monitor all factors underpinning pupils' abilities to learn and achieve, within the admissions criteria.
- To sustain and develop stakeholder engagement with justice and community partners.
- To engage with, and demonstrate regard to the views of, all stakeholders.

7.2 FINANCE

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments for the Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Headteacher.
- To discuss at each meeting of the full Trust Board any potential problems or significant anomalies at an early date.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

7.3 PREMISES

- To provide support and guidance for the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To set out and approve a proposed order of priorities for maintenance and development.
- To arrange professional surveys and emergency work as necessary.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

The Headteacher is authorised to commit expenditure without the prior approval of the Trust Board in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the Chair of the Trust Board at the earliest opportunity.

7.4 STAFFING AND REMUNERATION

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities

legislation.

- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To consider safeguarding and equalities implications of the above.

7.5 CURRICULUM

- To review, monitor and evaluate the curriculum offer.
- To approve the self-evaluation form, School Improvement Plan and targets for school improvement.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher / SENCO and an annual report from the SEN Trustee (where appointed).
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.

- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To consider the relative funding priorities necessary to deliver the curriculum.
- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Last reviewed: October 2018

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