

GOVERNOR SERVICES

COMMITTEE STRUCTURE

Engineering UTC Northern Lincolnshire

Curriculum and Standards Committee

Quorum

Mrs K Arundel
Ms S Jardine
Prof S Kelly
Mrs A J McCullagh
Ms N Stobart
Mr N Whittle

Chair: Mr S Kelly
Clerk: Governor Services

Membership:

This committee will consist of between 3 & 6 members of the Governing Board with voting rights. A quorum shall be not less than 3 of the members with voting rights.

Terms of Reference:

The committee shall advise the Governing Board on fulfilling its responsibilities to:

Ensure the national curriculum and their assessment procedures are carried out meeting the standard required

Monitor & review school performance and educational standards in all curriculum areas

Make and maintain a school curriculum policy statement to be published on the website

Make provision for students with special educational needs.

The Committee will:

1. Advise the Governing Board on the school curriculum statement.
2. Ensure the school has effective self-evaluation procedures and these are used to advise the Committee on school performance and pupil progress.
3. Make recommendations for updating the School Development Plan and ensure it is designed to deliver the curriculum in line with the school curriculum statement.
4. Ensure curriculum assessment procedures are carried out and results made available as required.
5. Review the general policy for meeting special educational needs and make recommendations to the Governing Board.
6. Monitor the effectiveness of the school's curriculum policies.
7. Consider and give advice on any matter involving the curriculum referred to it by the Governing Board.
8. See and review data on Pupil progress on a termly basis.
9. Undertake training to ensure they have required skills to fulfil their roles.
10. Review whether to provide sex education in school, and if so what its content should be, and make recommendations to the Governing Board.
11. Ensure the school provides Drugs education.
12. Advise the Governing Board on receipt of any LA EHCP statement which names the school.
13. Monitor pupil progress in all year groups and understand interventions which support this work. This includes, but is not exclusive of:

Statutory curricular requirements

Technical learning

Post-16 Study programmes Funding requirements

Destinations

Disadvantaged and Pupil Premium

Website compliance including statutory policies and statements

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Monitor and ensure the UTC is meeting statutory curricular requirements and advise the GB accordingly.

- Technical learning - Ensure the curriculum content and balance pays due regard to the guidance of the Baker Dearing Educational Trust for technical learning, and consult with the UTC licensor in such matters

- Monitor adherence to funding requirements for Post-16 Study Programmes
- Receive reports and make recommendations on student destinations
- Monitor and make recommendations on provision and outcomes for Disadvantaged/Pupil Premium students and use of dedicated public funding for this group.
- Monitor and make recommendations on UTC website compliance including statutory policies and statements

The committee has delegated powers and will make decisions on all the above matters (points 1 to 13) on behalf of the Governing Board. The Committee will provide a set of minutes including a summary of those decisions and recommendations to the Governing Board after each meeting.

The committee will make recommendations on all other matters to the Governing Board.

Reporting:

The committee will make minutes of all its meetings available to the Clerk of the Governors for circulation with the next Governing Board papers. The committee will make recommendations to the Governing board when necessary and will report generally on the progress of its work. Link governors will be made aware of relevant policy discussion, may attend meetings and/or be sent a summary of decisions made.

Review:

The terms of reference will be reviewed annually during the autumn term.

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Finance, Audit and Risk Committee

Quorum 3

Mrs S Hagan
Prof S Kelly
Miss K Lowry
Mrs A J McCullagh
Mr G Thornton

Membership:

Four Trustees of the governing body plus the Accounting Officer (Principal) and other members of the Engineering UTC Senior Management Team as required
All governors to be invited to ensure quorum

chair - Mr S Kelly
clerk - Governor Services

Overall Purpose of the Committee

The Finance and Audit Committee is an advisory body with no executive powers. However, it is authorised by the Board to investigate any activity within its terms of reference, and to seek any information it requires from the Trust employees, who are requested to co-operate with the Committee in the conduct of its enquiries.

The purpose of the committee is to monitor and advise the Board on the following:

- The Engineering UTC's policies relating to finance, human resources and premises issues.
- Report to the Board on the effectiveness of these policies and to recommend changes as appropriate.
- Ensure that the extended services at the Engineering UTC are appropriate to the community, are managed efficiently and contribute effectively to the five Key Outcomes for children specified in "Every Child Matters" (DSCF).
- Report to the Board on the effectiveness of the extended service and to recommend changes as appropriate.

In carrying out all its responsibilities the Committee must act:

- In accordance with any general principals set by the Board;
- In partnership with the Principal;
- In accordance with statutory requirements.

Terms of Reference:

A. FINANCE

Financial Management

- 1) To receive the Accounting Officer's Monthly Report on the adequacy and correctness of the Engineering UTC Accounting Systems, in accordance with the DfE requirements and submit findings to the Board.
- 2) To monitor the implementation of Financial Policy and report to the Board.
- 3) To review the policy at least once every year and whenever relevant advice is received.

Engineering UTC Budget

- 4) To draft the Engineering UTC budget in line with the priorities determined by the Board and set out in the Engineering UTC's 3-year Development Plan (including financial plan) and any post-inspection action plan.
- 5) To present the draft budget to the Governing Body for consideration and approval in time to meet the DfE's budget deadlines.
- 6) To monitor the Engineering UTC budget and report to the Board.
- 7) To monitor the Engineering UTC budget and any other variations to the original budget above 10%; agree appropriate action to address the issues raised by the need for variation; and report them to the Board.

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- 9) To consider and to advise the Board on the financial implications of adopting any policy under consideration with significant budget implications.
- 10) To undertake an annual review of all expenditure with a view to achieving 'Best Value' in respect of the use of delegated budget allocation. This will include a review of all contractors and suppliers to the school to ensure the existing arrangements are appropriate and in line with DfE purchasing advice.
- 11) To undertake an annual review of all sources of income received by the Engineering UTC to ensure fees and charges remain appropriate and in line with any increase in costs; and to monitor income received against the budget estimate as with expenditure.
- 12) To receive reports from the Principal of decisions on the applications for use of the Engineering UTC premises in accordance with the Policy of the Board.

Standards Fund Resources

Standards and Resources

13) To draft proposals for the use of standards fund resources for consideration and approval by the Board and monitor progress with the Engineering UTC Budget.

School Fund (and other funds held by the Board)

14) To monitor the balance and expenditure of the school fund (and other funds held by the Board) and report on these at least annually to the Board.

Register of Business Interests

15) To ensure that the Engineering UTC's Register of Business Interest is kept up-to-date.

B. PERSONNEL

Policies and Procedures

16) To monitor personnel policies and procedures, including those relating to appointment of staff, health and safety, performance management, pay, discipline, grievance, capability and determining that staff should cease to work at the Engineering UTC.

17) To advise the Board on such policies and procedures.

18) To review the Board's Pay Policy and the Engineering UTC's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the Engineering UTC's Development Plan; and to present any suggested changes to the policy and/or staffing establishment and structure to the Board, for consideration and approval.

19) To review all other personnel policies and procedures on a regular basis (and at other times as appropriate) and report any conclusions to the Board.

C. PREMISES

Repairs and Maintenance

20) To monitor the condition of the Engineering UTC's premises.

21) To draw up and implement a repairs and maintenance programme within the budget set by the Board and in accordance with the priorities of the Engineering UTC's Development Plan.

22) To make recommendations to the Board on the requirements for the annual repairs and maintenance programme.

23) To monitor the Premises budget.

Improvements and New Developments

24) To consider options for building improvements and/or new developments within the needs and priorities identified in the Asset Management Plan.

25) To make recommendations to the Board for spending the Engineering UTC's capital funding.

D. EXTENDED SERVICES

Agreeing the Extended Services to be Provided

26) To arrange consultations on the extended services which may be provided, both the consultation required by law i.e. with staff, parents and students (as appropriate) and other members of the community (as appropriate) and any other consultation that the Committee deems appropriate, including with other local schools.

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Service Planning

28) To consider the following draft documents drafted by the Principal and managers of the extended services at the Engineering UTC:

- Service Level Agreements and Service Specifications;

- The Implementation/Development Plan for each service and to recommend approval to the Board as appropriate.

29) To monitor the operation and impact of:

- Service Level Agreements and Service Specifications relating to extended services;

- The Implementation/Development Plans relating to extended services and recommend any changes to the Board as required.

Budget Issues

30) To monitor the budget of the extended service and to ensure 'Best Value'.

E. CONTRIBUTION TO ENGINEERING UTC SELF-REVIEW

31) To review on an annual basis, in partnership with the Principal, how far the requirements outlined in the OFSTED Form S3 which relate to resources issues are being met and to report this review to the Board.

32) To recommend to the Board priorities relating to resources issues for inclusion in the Engineering UTC Development Plan.

33) To recommend to the Board priorities relating to extended service for inclusion in the Engineering UTC development Plan.

34) To ensure that the SEF reflects the Committee's assessment of the contribution of extended service to the work of the Engineering UTC.

F. AUDIT

Risk Management

35) To consider and advise the Board on the Trust's annual and long-term audit programme.

36) To monitor and review procedures for ensuring the effective implementation and operation of financial systems

and controls.

37) To review the effectiveness of the Trust's internal control and risk management systems established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally sustainable manner.

38) To review the operation of the Trust's Code of Practice for staff and for procedures such as detecting fraud or whistle-blowing.

39) To review the assessment of overall population or risk within the risk register.

External Audit

40) To review the Trust's internal and external financial statements and reports and any other financial information to be presented to the Board.

41) To review the auditors' reports and recommend to the Board action as appropriate in response to the audit

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42) To recommend to the Board the appointment and re-appointment of the auditors.

43) To oversee the Trust's relationship with the external auditor including engagement and arrangement of fees.

44) To agree with the external auditor the nature and scope of each forthcoming audit.

Internal Audit

45) To review annually internal audit requirements to determine required scope and most effective means of delivery.

46) To ensure that the internal audit function is adequately resourced including access to external specialists as and when required.

47) To review and monitor management's responsiveness to internal audit findings and recommendations.

48) To ensure that the internal auditor has direct and independent access to the Finance and Audit Committee.

Pay Committee Committee

Quorum 3

Mrs K Arundel

Mr S Kelly

Mr G Thornton

To carry out the Performance management of the Principal in line with the pay policy.