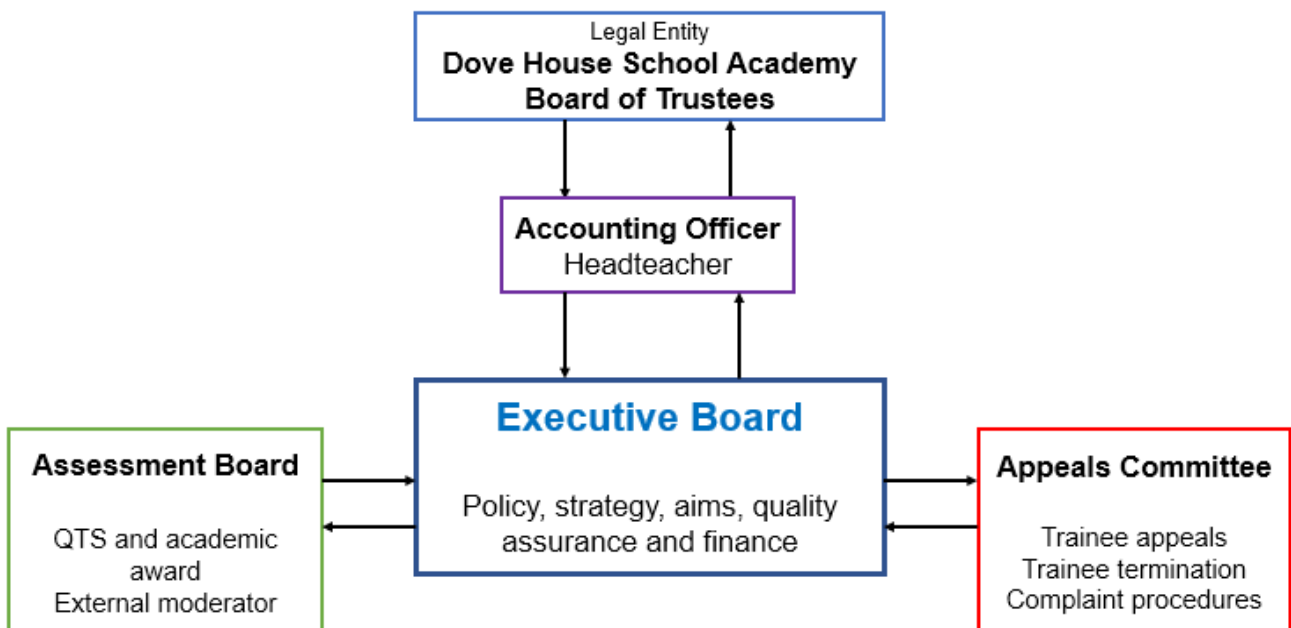


**Basingstoke Alliance SCITT Executive Board Terms of Reference**

The Strategic Governance consists of the following parties:

- Legal Entity is the **Dove House School Academy (DHSA) Trust Board**
- The legal entity, Dove House School Trust Board appoints the **BASCITT Executive Board**
- Accounting Officer (**Headteacher**)
- Chief Financial Officer (**Finance & Resources Director**)
- Assessment Board (which is advised by an External Moderator)
- Appeals Committee

This **organogram** shows the relationships between the above.



**a) The Dove House School Academy Trust (The legal entity)**

- the approval of the annual budget including the delegation of the budget responsibilities to budget managers
- the regular (at least termly) monitoring of actual income and expenditure against each budget and revised forecast for the year in the format agreed
- reviewing reports by the Accounting Officer as to the effectiveness of the financial procedures and controls
- responsibility for the implementation and management of an effective system of internal controls that are consistent with the requirements set
- appointment of external auditors
- responsibility for ensuring premises requirements are met and are Health and Safety standards assured
- delegation of responsibilities to the BASCITT Executive Board

Dove House School Academy Trust Board will appoint a trustee to the Executive Board.

**b) The Accounting Officer (Headteacher)**

Accounting Officers should be able to assure high standards of probity in the management of public funds, particularly:

- **Regularity** – dealing with all items of income and expenditure in accordance with legislation, the terms of the provider's GFA and compliance with the provider's internal procedures. This includes spending public money for the purposes intended by Parliament
- **Propriety** – the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of parliamentary control. This covers standards of conduct, behaviour and corporate governance
- **Value for money** – this is about achieving the best possible educational and wider societal outcomes, within the provider's objects, through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration. A key objective is to achieve value for money not only for the provider but for taxpayers generally

Not only is the Accounting Officer responsible for financial matters but they are also accountable for Quality Assurance. Responsibilities include ensuring:

Financial:

- measures are in place to prevent losses or misuse
- a fixed asset register and asset inventory is maintained
- bank accounts, financial systems and financial records are operated in accordance with the DfE regulations
- duties are properly segregated between nominated individuals
- internal and external systems provide full audit trails
- that value for money is achieved
- the oversight of areas that are delegated to the Chief Financial Officer

### Quality Assurance:

- internal reports from various boards and committees are considered with the appropriate action being taken or delegated. External reports could include:
  - External Moderator reports
  - Ofsted reports

### **c) Chief Financial Officer (Finance & Resources Director)**

The individual is appointed by the Legal Entity and should play both a technical and leadership role, including ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring budgets, and ensuring the delivery of annual accounts. Responsibilities to include:

- the discharge of responsibilities under the Grant Funding Agreement (GFA), and satisfying that all terms and conditions of the GFA are complied with
- ensuring the efficient, economical and effective management and distribution of funds paid by the DfE, including capital assets, equipment and staff
- the maintenance of sound financial controls in respect of funds paid by the DfE
- ensuring financial considerations are taken fully into account in reaching decisions on the management of the provider

### **d) BASCITT Executive Board**

The BASCITT Executive Board are accountable to the Trust Board of Dove House School Academy Trust.

The Executive Board supports the strategic development of the BASCITT, providing a platform for reviewing performance & finance and where delegated to give approval on behalf of the partnership. The Executive Board has overall responsibility for:

### Policy, Strategy and Aims:

- ensuring the work of the partnership meets the requirements of any regulations covering the structure and development of ITT (Teachers' Standards for Qualified Teacher Status, ITT criteria, Ofsted framework and the requirements of the Office of the Independent Adjudicator)
- setting a three-year strategic plan for the partnership
- evaluation of the partnership's performance using the self-evaluation document (SED)
- approval of the partnership's Improvement Plan (IP) based on arising priorities, local need and national priorities.
- appointing and deploying all human resources effectively
- ensuring professional development programmes that meet the aims and objectives of the BASCITT.
- ensuring that there is a safeguarding officer who is responsible for all BASCITT arrangements
- recommendation of any changes to the procedures for new partnerships and the deselection of schools to the Dove House Academy Trust Board.
- recommendation of any changes to the Partnership Agreement & Finance Agreement to the Dove House School Academy Trust Board.

- recommendation of the selection and de-selection of partnership schools to Dove House School Academy Trust Board.
- ensuring the interview procedure is fit for purpose and meets the ITT criteria
- reviewing and approving policies as delegated by the Dove House Academy Trust Board, in line with ITT legislation and NASBTT best practice guidelines

#### Finance:

- ensuring proper stewardship of funds paid by the DfE and Student Loans Company
- formal notation of the annual budget
- scrutinising the report from the official auditors
- regular monitoring of actual income and expenditure against each budget heading, recording and reporting any revision of the budget forecast that may be necessary
- reviewing financial reports as to the effectiveness of financial procedures and controls
- setting pay and conditions for staff, aligned to market rates and within budget

#### Quality Assurance:

- reviewing the Quality Assurance mechanisms of the partnership following any ITT and NASBTT guidelines
- quality assuring academic standards with various validating bodies
- reviewing minutes of assessment board and appeals committee meetings
- examining data and evaluations feeding into the Self Evaluation Document (SED) and identifying priorities for the next academic year
- regularly reviewing the Improvement Plan to ascertain progress towards priorities
- approving the appointment of the internal moderators following any ITT and NASBTT guidelines
- approving the appointment of the external moderator/s following any ITT and NASBTT guidelines
- appointing an Assessment Board
- appointing an Appeals Committee when appropriate
- overseeing trainee termination in accordance with written procedures
- establishing such committees as it deems necessary for the partnership to function

#### **Membership of the Executive Board include the following:**

- ❖ Dove House School Academy Trust (as the lead school & accredited provider) will appoint a trustee from the Academy Trust Board to the Executive Board
- ❖ The Headteacher of Dove House School Academy Trust (Chair) or in their absence the Deputy Headteacher
- ❖ A minimum of 2 and a maximum of 4 BASCITT partner school Headteachers
- ❖ 1 SCITTCO Representative
- ❖ The BASCITT Programme Director
- ❖ The Chief Financial Officer of Dove House School Academy Trust

The BASCITT administrator and a guest BASCITT Partnership Headteacher may also be present at Executive Board meetings but **do not have voting rights**.

Other guests may be invited if required for specific areas of the agenda but **do not have voting rights**

## **Appointment and Termination of Members of the Executive Board**

- The trustee will be determined by the Trust Board of Dove House School Academy Trust and will be a permanent member until such time their term of office expires with Dove House School Academy Trust.
- The BASCITT partnership Headteachers will be appointed via invitation of expression of interest. If there is more interest than vacant posts then this will be decided by a vote from the remaining Headteachers in the partnership. The term of office will be 2 years unless the Headteacher wishes to resign prior to the end of their term.
- The SCITTCo Representative will be appointed via invitation of expression of interest. If there is more interest than vacant posts then the appointment will be decided by the Executive Board. The term of office will be 1 year unless the SCITTCo Representative wishes to resign prior to the end of their term.
- The Dove House School Academy Trust Headteacher, BASCITT Programme Director and Chief Financial Officer will be those in post.

### **Other delegated responsibilities:**

- Approve recommendations of trainees for QTS by the BASCITT Programme Director, via the Assessment Board

### **Executive Board meeting and recording arrangements**

- The Executive Board will meet at least termly and more often if necessary, to fulfil its responsibilities. Meetings will be scheduled in advance for the academic year.
- To be quorate a minimum of 50% of Executive Board members must be present.
- Any trustee may attend the Executive Board meeting but may not vote unless they have been appointed to the Executive Board.
- The meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the Executive Board considers confidential does not have to be made available for inspection.
- The Executive Board will be clerked by the BASCITT Administrator. In the absence of the BASCITT Administrator a member of the Executive Board may clerk the meeting (but must not be a staff member).
- Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Executive Board and any other person invited or required to attend no fewer than seven days prior to the date of the meeting.
- Any decisions taken must be determined by a majority of votes of Executive Board members present and voting. The Chair has a casting vote.
- The BASCITT Administrator will minute the proceedings and resolutions of the Executive Board and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. If a conflict of interest arises it may be addressed using the DHSA Conflict of Interest policy.
- The draft minutes will be sent to all members of the Executive Board within ten working days of the meeting and will be presented at the next meeting for approval.
- Agreed actions will be identified and a log maintained to monitor and report to the Executive Board.

- Approved minutes will be provided to the Dove House School Academy Trust Board.

Approved at the Trust Board meeting held on the 14<sup>th</sup> of December 2021

Signed:

Position: Chair of Trustees

## Basingstoke Alliance SCITT Assessment Board Terms of Reference

### Membership of the Assessment Board includes the following:

- ❖ The Dove House School Academy Trust appointed trustee to the Executive Board or another Dove House trustee.
- ❖ 2 BASCITT Partner school Headteachers

The external moderator will attend the final assessment Board meeting, in an advisory capacity, **but does not have voting rights.**

The remit of the Assessment Board includes the following:

- Assessing progress made by trainees towards meeting the Teachers' Standards
- Determining action to be taken when a trainee is not making the necessary progress
- Making recommendations for the award of Qualified Teacher Status and reporting outcomes to the validating body to grant the relevant academic award
- Evaluating the consistency and development of academic and assessment processes
- Reviewing Quality Assurance mechanisms to inform self-evaluation and the Improvement Plan
- Reporting improvement suggestions to the Executive Board.
- Actioning such matters as directed by the Executive Board

### Assessment Board meeting and recording arrangements

- The Assessment Board will meet at least twice and more often if necessary, to fulfil its responsibilities. Meetings will be scheduled in advance for the academic year.
- To be quorate a minimum of 3 of the Assessment Board members must be present.
- Any DHSA trustee may attend the Assessment Board meeting but may not vote unless they have been appointed to the Assessment Board.
- The meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the Assessment Board considers confidential does not have to be made available for inspection.
- The Assessment Board will be clerked by the BASCITT Administrator. In the absence of the BASCITT Administrator a member of the Assessment Board may clerk the meeting (but must not be a staff member).
- Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Assessment Board and any other person invited or required to attend no fewer than seven days prior to the date of the meeting.
- Any decisions taken must be determined by a majority of votes of Assessment Board members present and voting. The Chair has a casting vote.
- The BASCITT Administrator will minute the proceedings and resolutions of the Assessment Board and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. If a conflict of interest arises it may be addressed using the DHSA Conflict of Interest policy.
- The draft minutes will be sent to all members of the Assessment Board within ten working days of the meeting and will be presented at the next meeting for approval.

- Agreed actions will be identified and a log maintained to monitor and report to the Executive Board.
- Approved minutes will be provided to the Dove House School Academy Trust Board.

<b>Basingstoke Alliance SCITT Appeals Committee Terms of Reference</b>
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**Membership of the Appeals Committee includes the following:**

- ❖ A Partnership School Headteacher from the Executive Board
- ❖ A Dove House School Trustee
- ❖ A partnership school SCITT Co-ordinator (excluding from the school where the trainee is on placement)

The remit of the Appeals Committee is to:

- follow the guidelines as detailed in the appeals and disciplinary policy
- be aware of the process available to trainees under the Office of the Independent Adjudicator

**Appeals Committee meeting and recording arrangements**

- all meeting and recording arrangements will be followed as detailed in the appeals and disciplinary policy

Approved at the Trust Board meeting held on the 14<sup>th</sup> of December 2021

Signed:

Position: Chair of Trustees