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Terms of Reference for the Headteacher Board of Christ the King Catholic Collegiate.

Terms used

Board – Board of Directors of Christ the King Catholic Collegiate,
CtKCC – Christ the King Catholic Collegiate,
LGB- Local Governing Body
AO – Accounting Officer
CEO– Chief Executive
CFO- Chief Financial Officer
A&R- Audit and Risk
F&R- Finance and Resources
S&P- Standards and Provision
HTB- Headteacher Board
SLT- Senior Leadership Team
CSI- Catholic Schools Inspection Framework

Constitution

The Board hereby resolves to establish a Headteacher Board (HTB) to act as an advisory body to the Board of Directors.

Membership and Attendance

The Board shall determine and review annually the terms of reference of the HTB.

The HTB shall meet at least half termly.

The HTB shall consist of the Headteachers/ Heads of School who are employed by CtKCC and the AO/CEO.

The HTB shall be chaired by the AO/CEO.

Each school will ensure the attendance of the Headteacher or if this is not possible, a representative of the Headteacher who will be delegated to take decisions on behalf of the Headteacher.

The HTB may invite CtKCC and other professionals to advise.

The AO/CEO will provide the agenda and a copy of the previous minutes in advance of the meeting.

Notes will be taken at the meeting and circulated to Board members though the meeting packs of Board meetings.

The AO/CEO or a nominated substitute must be present.

Purpose

To advise and make recommendations to the Board on strategic direction, forward planning and quality assurance.

To advise and make recommendations to the Board in relation to the revision of policies and procedures.

To advise the Board in providing a sharply focused oversight of curriculum, teaching, learning, and assessment, with a clear understanding of the direct impact of the quality of provision on children's learning, formation, attainment and progress.

To advise the Board in ensuring the provision of spiritual, moral, social and cultural education reflects the teachings of Christ and his Church and the values of the Gospel, and each school demonstrates a unified commitment to our Catholic ethos and values.

To advise the Board in ensuring that quality CPD is provided to all staff and that best practice is shared.

To assist the Board in providing a strong policy, monitoring, evaluation and reporting framework with

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respect to provision, performance and standards to enable the academies to meet the learning needs of all children, so they can make at least good progress across the subjects of the curriculum, but particularly in the core.

To enable the academies to be accountable for their performance and standards, and the quality of teaching, pupils' achievement, and pupil behaviour and safety, and providing the kind of curricular experience and teaching and learning strategies that make the most difference to children's enjoyment in learning, their attainment in relation to national expectations, and rates of progress.

To make recommendations to the Board of Directors and to other committees as necessary and appropriate.

*Major issues **must** be referred to the S&P Committee of the Board or the Board for ratification.*

Terms of Reference

The HTB will support each other and all the schools within CtKCC, acting in a manner that contributes to the overall success of CtKCC by:

1. Discussing and making decisions on those matters that Board deems necessary.
2. Evaluating the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained. To achieve this the Headteachers will carry out observations and visits in other schools as appropriate, and will share the outcomes to ensure continued growth.
3. Ensuring that progress and attainment data are shared and discussed as appropriate.
4. Supporting each other in maintaining and achieving the best possible outcomes for all our children.
5. Setting the agenda for SLT and Research group meetings.
6. Supporting the AO in attending at least one SLT or research group meeting annually.
7. Reviewing the Directors Development Plan annually, to ensure that areas identified as needing support are given due focus and that school improvement is at the core of CtKCC
8. Providing progress feedback on the Directors Development Plan on a termly basis.
9. Advising the Board on term dates.
10. Advising the Board in relation to the compliance of the academies' curriculum with the National Curriculum.
11. Advising the Board in ensuring that the curriculum meets the needs of the children in the academies, with due attention to RE, reading, writing and mathematics.
12. Advising the Board in relation to Directors' responsibilities for ensuring appropriate provision for Early Years and / or Sixth Form pupils where applicable.
13. Arranging appropriate cross CtKCC training and CPD.
14. Collaborating to ensure that all schools provide all staff withaccess to appropriate CPD
15. Advising the Board on the effectiveness of school improvement measure and partners as required.
16. Advising the Board with respect to adopting, implementing, monitoring, evaluating and reviewing the academies policies.
17. Advising the Board to ensure the policy for behaviour impacts positively on pupils' learning by monitoring.
18. Considering CtKCC's indicative funding, drawing any matters of significance or concern to the attention of the Board.

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19. Making recommendations on areas of expenditure, ensuring compatibility with priorities as set out in the development plan.
20. Liaising with HR as and when required, making recommendations to the Board in relation to job descriptions and staffing structure.
21. Advising the Board on the effectiveness of financial monitoring procedures processes.
22. Discussing and reviewing the Risk Register annually and advise the Board of any changes.
23. Advising the Board annually on the effectiveness of the day-to-day operation of the schools under the Financial Scheme of Delegation.
24. Advising the Board of the effectiveness of CtKCC wide appraisal systems and policies, making recommendations as appropriate.
25. Advising the Board on the effectiveness of the staffing structures and making recommendations as appropriate.
26. Advising the Board on the effectiveness of the recruitment policy for the CtKCC, making recommendations in relation to staff selection and good employment practice.
27. Advising the Board on the effectiveness of disciplinary policy and procedures making recommendations where appropriate.
28. Advising the Board of the most appropriate format for reporting in order to ensure that the CtKCC provides a quality educational experience for all children that meets their needs and enables them to learn and grow to be the human persons God calls them to be, in order to benefit the pupils of the academies and impact on their learning, formation, attainment and progress.
29. Working with the Central Team to ensure full compliance of individual school websites.