



W A T E R T O N
ACADEMY TRUST®



Terms of Reference

Pre-School Trust Board
and

Pre-School Committees

Approved 27 June 2019

The Pre-School Trust Board (PSTB)

The Pre-School Trust Board will be appointed by the Member (Waterton Academy Trust). As per the Articles of Association for Waterton Pre Schools, the Trust Board shall consist of not less than 5 Trustees (but shall not be subject to a maximum number). There shall be Member-Appointed Trustees and Independent Trustees, as follows;

- At least 3 Trustees of Waterton Academy Trust (Member-Appointed Trustees)
- At least 2 other individuals (who must not be Trustees of Waterton Academy Trust) will be appointed by the Member-Appointed Trustees.

Trustees shall not be entitled to act as a Trustee of the PSTB until they have signed a declaration.

Total number of Trustees of the PSTB who are also Trustees of Waterton Academy Trust should be the majority of the Board.

Trustees will be appointed for a maximum of four years; this term is renewable, subject to continued eligibility to take up the position.

The Trustees must have the appropriate skills and expertise to effectively scrutinise, challenge and support the Pre-Schools. It is important that the Trust Board is made up of members who specifically have finance and educational standards expertise.

Quorum

- This must be 2 Trustees or one-third of the Trustees (whichever is greater).

Meetings

- Unless otherwise resolved, the Trustees shall meet at least twice per year.
- 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 committee considers confidential will not be made available for inspection.
- The Chair will be elected from the Member-Appointed Trustees for a period determined by the PSTB.
- In the absence of the Chair, the PSTB shall choose an acting Chair for that meeting from among the Member-Appointed Trustees.
- In the absence of the Clerk the PSTB shall choose a Clerk for that meeting from among their number (someone who is not the Chair or CEO).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the PSTB.
- Any decisions taken must be determined by a majority of the votes cast by those Trustees present and voting.

Specific work of the Pre-School Trust Board

(Refer to the Articles of Association section on 'Powers')

General Terms

- The PSTB's functions will be both advisory; setting strategic and business direction, and supervisory; scrutinising performance, ensuring strong corporate governance and challenging the Pre-Schools on delivery. It will set the standards, both in words and deeds, for how the Pre-Schools will do its work and the culture it promotes.
- Consider safeguarding and equalities implications.

To fulfil these responsibilities, the PSTB will:

Strategic Clarity

- Set the vision and strategic direction on how the Pre-Schools will deliver against both DfE and Trust priorities, and ensure activities contribute towards delivery;
- Provide overall priorities for operational activity;
- Determine and promote the overall culture, ethics and values of the Pre-Schools;
- Ensure that the Pre-Schools have the capability to deliver its strategic objectives and are able to meet current and future needs;
- Ensure key messaging is communicated to all Trust stakeholders and relevant partners as appropriate;
- Communicate the work of the PSTB to the public, the PSTBs partners and the media;
- Assure, approve and own the PSTB Strategic Development Plan;

Stakeholder voices

- Have regard to the voices of their various stakeholders and to put in place arrangements to receive feedback and to respond appropriately. This shall include the following, as they are involved in other elements/tiers of Trust governance and more broadly:
 - a) Pupils
 - b) Parents
 - c) Staff

Commercial Sense

- Establish and oversee sound corporate governance for the PSTB;
- Ensure sound financial management, approve the distribution of responsibilities and scrutinise the allocation of financial and human resources within the Pre-Schools in line with its functions and priorities;
- Set the PSTB risk appetite, and ensure controls are put in place to manage risk and ensure value for money;
- Assure the relationship with the DfE / ESFA in relation to reporting, budgeting and funding matters;

Talent Management

- Ensure the Pre-Schools has the people to deliver current and future needs through appropriate talent management and succession planning;
- Monitor the impact and implementation of Trust-wide strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of the Pre-School staff;

Performance Monitoring

- Monitor and steer the performance of the Pre-Schools and agree any remedial actions required, ensuring clear, consistent, comparable performance information is used to drive improvements;
- Assure, approve and own the Pre-Schools Annual Report and Accounts.

Engagement

- To monitor the Pre-Schools publicity, public presentation and relationships with the wider community;
- To identify and celebrate pupil achievements;
- To ensure all statutory requirements for reporting and publishing information are met and any website content is fully compliant and presented in an accessible way.

Expectations of Trustees

All Trustees are required to:

- Follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (referred to as "the Nolan Principles");
- Comply with the Articles of Association, these terms of reference, the scheme of delegation to the Executive Team, the conflicts of interest policy, the Code of Conduct, and any other governance policies and procedures in place for the purpose of effective and compliant governance of the Trust;
- Ensure they understand their duties, rights and responsibilities, and that they are familiar with the function and role of the PSTB.
- Not misuse information gained in the course of their Trusteeship for personal gain, nor seek to use the opportunity of service to promote their private interests or those of connected persons, firms, businesses or other organisations.
- Participate actively in the induction process and any relevant training and development.

Pre-School Committees (PSC)

All expressions of interest will be assessed by the Pre-School Trust Board, and all appointments to the Pre-School Committee will be made by the Trustees.

Membership will consist of;

- 1 x Pre-School staff representatives
- 1 x Partner School representative
- 2 x Parent representatives
- 1 x Community representative

Members of the Committee, apart from Parent representatives, will be appointed for a maximum of four years; this term is renewable, subject to continued eligibility to take up the position.

Parent representatives will be appointed for two years, and may remain on the Committee, should they so wish, for the whole two year period should their child leave the pre-school within that period.

General Terms

- To act on matters delegated by the Pre-School Trust Board. (PSTB)
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To promote engagement with stakeholders, partners and the community.
- The Trustees of the Pre-School Trust, and the Waterton Academy Trust Board reserve the right to withdraw delegated powers from the PSC and/or reorganise it at any time.

Quorum

- This must be not less than three members of the committee.

Meetings

- The PSC shall meet for a minimum of 3 times per year.
- PSC 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 committee considers confidential will not be made available for inspection.
- The Chair shall be elected and appointed by the Committee, but cannot be a member of the Pre-School staff.
- The Chair shall be appointed for a period of up to 4 years.
- In the absence of the chair the PSC shall choose an acting chair for that meeting from among their number.
- Minutes will be taken by a Trust approved clerk.
- The draft minutes/ actions of each meeting will be circulated with the agenda for the next meeting of the Committee.

- Any decisions taken must be determined by a majority of votes of committee members present and voting.

Specific work of the Pre-School Committee

General Terms

- responsible for all pupil matters and pupil achievement, including the application of curriculum and behaviour policies, and other output measures
- responsible for the financial performance and the efficient management of the Pre School

Curriculum Planning and Delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the PSTB the:
 - Risk Banding Document
 - Pre School Improvement Plan
- To develop and review policies identified within the Pre-School's policy review programme and in accordance with its delegated powers
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice
- To monitor and evaluate the effectiveness of leadership
- To monitor and evaluate the impact of quality of overall provision
- 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 consider recommendations from external reviews of the Pre-school, agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To monitor the Pre-School's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits or experiences, including the appointment of a named co-ordinator.

- To ensure all statutory requirements for reporting and publishing information are met and the Pre-School website content is fully compliant and presented in an accessible way

Financial Performance and Efficient Management

- Monitoring and reviewing expenditure on a regular basis and complying with the WPS Financial Management Policy (FMP).
- Engaging with the WPS CFO and AFOs Chief & Academy Finance officers)
- Overseeing the maintenance of proper accounting records
- Compliance with the relevant legislative funding agreements.
- Oversight of the staff complement, structure, appointments etc.
- Maintenance of the locality estate
- Health and safety
- Implementation of the PSB's procurement policies
- Keeping a record of fixed assets and informing the Trust of any changes
- Receiving the Responsible Person's Report

Governance Support

Waterton Pre-Schools provides support to all its Trustees and Governors through the central team. A contact list will be made available and updated when necessary.