



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**DRAFT Terms of Reference**  
**Special Committee: Coronavirus**  
**Emergency Response**  
**2019/20**

Date	March 2020
Written by	Head of Governance and Legal
Adopted by Trustees	March 2020
Review Date	July 2020, then at each meeting

## **Remit and Responsibilities of the Special Committee**

### **Membership and Meetings**

1. A minimum of three Trustees will constitute the Committee. Per Article 101 of the Trust's Articles of Association, additional members of the committee who are not Trustees may be appointed, but a majority of members must be Trustees.
2. The Chair of Trustees and the Chairs of each ordinary committee of the Board shall be members of the Special Committee [the Chair of the Education, Inclusion and Safeguarding Committee shall represent the Remuneration Committee].
3. All Trustees who are not members of the Special Committee may attend its meetings.
4. No employee of the Trust shall be a member of the committee.
5. The Chair of the Audit & Risk Assurance Committee shall be the Chair of the Special Committee.
6. The Special Committee shall meet monthly during the ordinary academic year.

### **Responsibilities**

7. The Special Committee is convened to provide oversight, support and challenge to the Executive's ongoing response to the novel coronavirus ("Covid-19") pandemic.
8. The Committee is authorised by the Board to:
  - i. carry on any activity authorised by these Terms of Reference, the Scheme of Delegation and the Policy Framework;
  - ii. act in place of the Board – i.e. with full delegated authority – insofar as doing so is a necessary and limited response to the exigences of the novel coronavirus outbreak;
  - iii. act in place of the Audit & Risk Assurance Committee on regulatory matters; and
  - iv. seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust and all senior employees shall be directed to co-operate with any request made.
9. The Special Committee will function as a higher authority forum where the Executive may refer matters beyond its remit for consideration and which, subject to the Committee's evaluation, may be rejected, amended or approved as final.

### **Oversight**

10. At each meeting, the Special Committee will consider an update on each of the following areas:
  - i. The Trust's emergency risk log
  - ii. Safeguarding
  - iii. The quality and coverage of ongoing educational provision

- iv. Staffing levels and employee wellbeing
  - v. Operational implications
  - vi. Financial implications
11. In advance of each meeting, the Chair of the Special Committee and the CEO shall agree a lead item of business from the above.
12. The format of the standing report shall be as prescribed at Annex 1.

### **Functioning of the Board and Committees**

13. The schedule of the Audit & Risk Assurance Committee is superceded by that of the Special Committee. Where necessary, the Special Committee may discharge the functions of the Audit & Risk Assurance Committee.
14. The work of the Finance & Budget Committee is unaffected.
15. Subject to the Articles of Association, the Chair of Trustees and the Chairs of the HR, Remuneration and Education, Inclusion & Safeguarding Committees may exercise their discretion in convening further meetings of the respective bodies.
16. The Chair of each ordinary committee shall, having regard to the business of the Special Committee, ensure that the work of the ordinary committee does not duplicate that business.

### **Communications**

17. The Clerk shall circulate all papers in support of Special Committee meetings to all Trustees.
18. The Clerk shall, within forty-eight hours of a meeting of the Special Committee, circulate to all Trustees a record of resolutions and actions arising from the meeting.

### **Review and Dissolution**

19. The first review of the Special Committee will be undertaken in July 2020. Thereafter, the Committee shall assess the need for its work to continue at each meeting and may resolve to dissolve at the end of the next scheduled meeting.
20. Within three months of the resumption of ordinary school opening, the Committee will be dissolved unless the Board of Trustees positively determines to renew the Terms of Reference.

Annex 1



# Astrea Academy Trust

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## Special Committee Report – MONTH 2020

Report Author:	Various
Executive Approval:	Benedick Ashmore-Short
Date:	

**Recommendations:**

- that Trustees note the...
- that Trustees approve the...

**[Note to authors - the monthly report should be limited to:**

- **What you need Trustees to know**
- **What the implications are**
- **What you need them to approve or provide feedback on]**

## Schedule of Recommendations

Trustees are invited to agree:

Item	Recommendation	References

### Chief Executive's Summary (BAS)

Text

### Trust Emergency Risk Log (AG)

Text

### Safeguarding (NL)

- Relevant statistics
- Key themes of concern or assurance
- Arrangements by Local Authority

### Educational Provision Summary (NC)

- Take up of home learning
- Quality assurance
- Qualification processes and outcomes for Yr11s and Yr13s
- Education of children with an EHCP

### Staffing Levels and Employee Wellbeing (LCH)

- Relevant statistics
- Pay implications
- Key themes of concern or assurance

### Operational Implications (AG)

- Estates and ICT infrastructure
- Catering and suppliers (including the take-up of meals by FSM children)

- Compliance

### **Financial Implications (JW)**

*NB, the Finance & Budget Committee continues to meet so duplication is to be avoided*

- Costs attributable to the emergency
- Savings attributable to the emergency
- Net impact on budget

### **Supporting documentation and appendices**

Text

DRAFT FOR APPROVAL