



Eagles Committee
Terms of Reference

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2. Version Control

Date	Version	Revision	Approved By
24/09/2015	1.0	New document	Future Generation Trust Board
14/02/2019	2.0	Amendment to Job Title	Local Governing Body – St John’s Primary Academy
16/10/2019	3.0	Annual review of terms of reference	Future Generation Trust Board

3. Membership

The members of the Eagles Committee and its Chair are appointed by the Chair of the Local Governing Body (LGB), from among its membership, and any such person as the LGB deems appropriately qualified to sit on the committee. There will be no fewer than three members, with a quorum of two members.

4. Attendance at Meetings

Any member of the Trust Board may attend meetings of any committee.

The committee may invite attendance at meetings from persons who are not directors or LGB members to assist or advise on a particular matter or range of issues, this may include parents and members of academy staff.

5. Frequency of Meetings

The committee will meet as often as is necessary to fulfil its responsibilities but at least once every term.

The Trust Board will be notified of meetings in advance and will receive a copy of minutes.

6. Voting at Committee Meetings

Only members of the committee may vote at committee meetings.

7. Appointment of Chair

The Chair of the committee will be elected on an annual basis by the Chair of the LGB.

The committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.

8. Terms of Reference

- Establish and monitor appropriate policies and procedures for the management and use of the Eagles facility.
- Review attendance reports provided by the Head of Finance and HR ensuring staffing ratios are adequate at all times.

- Review the financial position of the Eagles facility ensuring cost effectiveness of the facility for both the Academy and Parents.
- Provide updates at least annually on usage and finances to the Full Governing Body.
- Respond to any issues arising from parent feedback in a timely manner.
- Determine the charging policy to be adopted and recommend for approval by the Full Governing Body.
- To review on a regular basis operating hours and school holiday provision to be made available.
- Consider new initiatives to maximise the use of the facility and enhance the provision of services to parents.
- To manage the recruitment of new staff members as required ensuring the process is in compliance with the Key Safeguarding Employment Standards at least one member on the recruitment panel has received safer recruitment training and that all panel members have received appropriate recruitment and selection training.
- To ensure that the provision of services offered within the Eagles facility complies with all Ofsted standards and requirements.
- Determine the admission arrangements for Little Eagles on an annual basis, in line with the Admissions Policy for St John's Primary Academy Nursery and Reception.

9. Amendment of Terms of Reference

This document shall be subject to review on an annual basis.