



LEARNER EXPERIENCE COMMITTEE TERMS OF REFERENCE

Approved 4th November 2025

Learner Experience Committee

To track and monitor fulfilment of the Academy vision through:

- Monitoring the effectiveness of the Academy's approach in meeting the requirements of study programs, preparing learners for life in modern Britain and developing learners' awareness of their own 'wellbeing', progression to higher levels of education and sustainable employment.
- Reviewing how effectively the Academy meets the needs of its stakeholders including, but not limited to, employers, industry, the community and learners in development of the curriculum offer.
- Recognising that student recruitment, marketing and the offer are directly linked to the unique curriculum and culture the academy aims to create and seeks to offer to its students and future alumni.
- Challenging the curriculum offered to students to ensure the offer matches the unique aims and culture of the academy, within the creative arts sector and defined within the SAR.
- Challenging the approach to quality improvement through reviewing the outcomes of the quality cycle, reviewing the impact of improvement strategies on raising the quality of teaching, learning and assessment and ensuring that sufficient progress is being made by all learner cohorts in achieving their potential.
- Monitoring and challenging the student offer and reviewing it regularly.
- Monitoring and challenging the recruitment process and reviewing it regularly.
- Monitoring the effectiveness of the Academy's approach in meeting the requirements of study programs, preparing learners for life in modern Britain and developing learners' awareness of their own 'wellbeing', progression to higher levels of education and sustainable employment.
- Monitoring the effectiveness of the Academy's approach to preparing students for future careers through the provision of careers education, information, advice and guidance.
- Monitoring the effectiveness of the Academy's approach to staff retention and development in meeting the requirements of staff by provision of continuing professional development (CPD) and ensuring opportunities for promotional progression and improved pay are, made available whenever possible.
- Monitoring the effectiveness of staff retention and development by developing the academy's managerial approach to the provision of a positive and effective work life balance for staff, by developing staff awareness of their own and colleague's 'wellbeing' and provision of mental health and mentoring support when required,
- Monitoring the Academy's responsiveness to all stakeholders including involving and keeping employers and parents and carers informed of learners' progress.



FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Approved 11th November 2025

To track and monitor fulfilment of the Academy vision through:

- Reviewing and noting the monthly financial management reports, which monitor the academy's actual financial performance compared to the projected budget
- Considering all strategic in-year changes which have a financial implication, including specific reference to the academy's General Annual Grant which is paid one year in arrears and driven by student recruitment
- Consider financial plans including those included within the budget projections, and annual accounts which should include an evaluation of the number of students recruited annually, against the proposed student recruitment target and student budget viability target. To ensure the trust remains a going concern and financially sustainable.
- Consider the fees and expenditure associated in relation to specific student groups including, EHCP, SEND, Pupil Premium and LAC students
- Monitor the annual recovery of student Education Health Care Plan fees from local councils
- Regularly review the reserves policy, and ensure the reason for the reserves policy is included in the annual report
- Create a clear plan for managing the reserves within the annual budget and the three to five-year budget projections which is then recommended for full approval by the Principal the Board of Trustees
- Consider and monitor how any funds held in reserve are allocated appropriately
- Ensure the Board of Trustees notifies the DfE within fourteen calendar days of their meeting, should a proposal to set a revenue deficit budget be proposed for the current financial year, which cannot be addressed after consideration of any unspent funds from previous years. Because this would be non-compliant with the funding agreement.
- Making decisions on material budgetary virements which exceed the delegated expenditure authority allowed within the Finance Policy, and which fall within the committee's delegated powers and authorise as necessary and recommend to the Board of Trustees for approval.
- To note all related party transactions reported to the DfE, and make recommendations for approval to the Board of Trustees of those in excess of (on cumulative basis) £40,000
- To monitor the use of any targeted funding (e.g. student bursary)
- To make decisions on recommendations from other committees that represent a significant departure from the planned budget or may have an impact on planning future budgets and report to the Board of Trustees
- To consider work of other assurance providers relating to fraud or other investigation that has a financial implication
- To recommend for approval the appointment or termination of the internal auditors, including reviewing and approving the role and mandate of internal audit and monitor and review its effectiveness
- To review and recommend the annual accounts for BCA to the Board of Trustees and advise the Board of Trustees on matters of internal control and other issues included in the management letters and related management responses
- To note and require any updates to the Academy Trust Handbook