



## **TERMS OF REFERENCE FOR STANDARDS AND ACHIEVEMENT COMMITTEE**

### **Constitution**

The Board of Trustees hereby resolves to establish a committee of the Board to be known as the Standards and Achievement Committee

### **Membership**

- The Committee shall have a minimum of three members appointed by the Board
- The majority of members of the Committee shall be members of the Board, but the Board shall be entitled to appoint persons to the Committee who are not members of the Board
- The Chair shall be a Trustee of the Board
- The Principals and relevant members of each Academy's SLT will normally attend meetings of the Committee
- The Executive Principal shall attend as need dictates and/or at the request of the Committee

### **QUORUM**

- The quorum for meetings of the Committee will be two members of the Committee who are also Trustees (who may include the Executive Principal if a member)

### **COMMITTEE CHAIR**

- The Board will appoint a Chair from the members of the Committee who are also Trustees
- The term of office for the Committee Chair will be as determined by the Board, but on expiry of the term of office the existing Chair shall be entitled to continue in office until the Board has appointed a successor
- If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number

### **FREQUENCY OF MEETINGS**

- The Committee shall meet at least three times per year at such time and place as may be determined by the Chair
- The timings of these meetings will reflect the Trust's calendar for data capture on student progress in order to ensure timely review and challenge of data
- The Chair of the Committee is authorised to take appropriate action as necessary in accordance with these Terms of Reference.
- Any member shall be able to participate in meetings of the Committee by telephone or video conference provided:
  1. s/he has given notice of his intention to do so detailing the means of contact where s/he can be reached in good time before the meeting, and
  2. if after all reasonable efforts this does not prove possible, the meeting may still proceed with its business provided it is quorate

The Clerk will circulate minutes of meetings of the Committee to all Trustees of the Board.

## **RESPONSIBILITIES**

### **Reporting**

1. To consider the aims and priorities for raising standards of achievement in each Academy's improvement plan
2. To monitor the performance and progress of each Academy against these aims and priorities, by receiving reports and robustly challenging data and assertions from the Principals/others, and make recommendations to the Board of Trustees, on:
  - achievement of students with a strong focus on the progress of the disadvantaged and most able
  - quality of teaching
  - leadership in and management of the academies
3. To monitor the impact on and response of each Academy to changing national performance accountability structures
4. To deliver a Standards & Achievement report to the Board of Trustees on an at least termly basis
5. To approve the Academies' and Trust's student performance targets and monitor each Academy's performance against these
6. To oversee arrangements for individual Committee members to take a leading role in specific areas of provision, e.g. English and mathematics, all curriculum areas. To receive regular reports from them and to advise this to the Committee
7. To consider and challenge each Academy's self-evaluation and the areas for improvement
8. To ensure that the Committee is fully versed in the S&A work and performance of each Academy, and is able to cogently discuss this with external bodies, eg Ofsted, SIP
9. To consider recommendations raised by the Advisory Academy Boards

### **Finance and Personnel**

1. To consider curriculum matters which have implications for finance and personnel decisions and to make recommendations to the Resources & Workforce Development Committee.

### **Legal Requirements**

1. To carry out the responsibilities of the Trust with regard to all curriculum issues, including advising the Board of Trustees on statutory requirements and each Academy's curriculum policies, as well as any changes to the curriculum offer
2. To monitor, receive and consider revisions to policies, which relate directly to the work of this Committee, including those that address equal opportunities
3. To ensure the Board of Trustees is fully informed of any new legal requirements required of schools and to ensure the necessary curriculum requirements are in place and approved by the Board of Trustees



4. To ensure that the legal requirements for children with special educational needs and disabilities are met
  
5. To ensure that the Trust fulfils its legal requirement to publish information about each Academy's performance