

**Finham Park Multi-Academy Trust (the Trust)**  
**Terms of Reference**

**Standards Committee**

**1 Constitution**

- 1.1 The board of directors (the **Directors**) of Finham Park Multi-Academy Trust (the **Trust Board**) hereby resolves to establish a committee of the Trust Board to be known as the Standards Committee (the **Committee**).

**2 Membership**

- 2.1 The Committee shall have a minimum of three members and a maximum of five members. A majority of Committee members must be Directors of the Trust Board.

- 2.2 The Committee's current members are:

**2.2.1 [insert names];**

- 2.3 Subject to paragraph 2.4, the Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the **Chair**). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.

- 2.4 No person may act as Chair under paragraph 2.3 unless they are also a member of the Trust Board.

- 2.5 The Executive Headteacher shall ensure that a clerk is provided to take minutes at meetings of the Committee.

- 2.6 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

**3 Remit and responsibilities of the Committee**

- 3.1 The Committee shall be responsible for the matters set out in the Schedule.

**4 Proceedings of Committee meetings**

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.

- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.

- 4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be

taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust.

- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

## **5 Authority**

- 5.1 The Committee is authorised by the Trust Board to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

## **6 Reporting Procedures**

- 6.1 Within 14 days of each meeting the Committee will:
  - 6.1.1 produce and agree minutes of its meetings;
  - 6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board.

(together called the “**Committee Reports**”).

- 6.2 The Committee Reports can be agreed by Committee members by email.
- 6.3 The Committee Reports will be sent to the Trust Board within 21 days following each Committee meeting.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

**[date of approval]**

## Schedule

### Responsibilities of the Standards Committee

#### Targets

- 1 Recommending to the Trust Board for approval the educational targets of the Academies (in consultation with the relevant Headteacher), including, but without limitation, determination of each of the Academies' development plans.

#### Review

- 2 Considering and evaluating performance of the Academies against Key Performance Indicators (KPIs) set by the Trust Board (in consultation with the relevant Local Governing Body) in relation to academic and other matters.
- 3 Holding each academy's leadership to account for academic performance, quality of care and quality of provision.
- 4 Monitoring the overall effectiveness and efficiency of leadership and management at the Academies.
- 5 Considering and evaluating the effective use of the Pupil Premium and any other targeted funding by the Academies.
- 6 Receiving reports on the quality of teaching and learning and making recommendations to the Trust Board.
- 7 Commenting and advising on the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.
- 8 Considering the aims and priorities for raising standards of achievement in each of the Academies' strategic plans.

#### Curriculum Issues & Other Matters

- 9 Considering and determining all curriculum issues, including advising the relevant Headteacher on each Academies' written statement of the curriculum policy.
- 10 Receiving reports from the Headteachers and reviewing student attendance, exclusions, punctuality and disciplinary matters for each Academy.
- 11 Ensuring that the legal requirements for children with SENd are met and that they are given support for learning.
- 12 Ensuring that each Academy fulfils its legal requirement to publish information about their Academy's performance and curriculum.

## **Policies & Training**

- 13 Receiving and considering revisions to policies which relate directly to the work of this Committee including but not limited to special educational needs, support for learning, gifted and talented students, spiritual, moral and cultural development, attendance, punctuality, behaviour, healthy schools, rewards and sanctions, home-school agreements, uniform, homework, educational visits, equal opportunities, sex and relationships and drug awareness education.
- 14 Working on behalf of the Trust Board to ensure each Academy complies with its commitment to training for all personnel.

## **Stakeholder Engagement**

- 15 Promoting partnership working between parents / carers and the Academies to promote high standards of attendance, behaviour and learning by students.
- 16 Undertaking consultation with students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the Academies to assess its performance against its stated aims and objectives.
- 17 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.

## **General**

- 18 Reviewing or investigating any other matters referred to the Committee by the Trust Board.
- 19 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.