

Terms of reference for the Standards Committee of South Essex Academy Trust (SEAT)

General terms

- To assist the decision making of the board of directors, by enabling more detailed consideration of matters delegated to the committee.
- To act on matters delegated by the board of directors.
- To make recommendations to the board of directors.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum and voting

- The quorum for each meeting will be three directors.
- The chair will have a casting vote on any equality of votes.
- Any decisions taken must be determined by a majority of committee members present and voting - but no vote can be taken unless a majority of those present are directors.
- No member of the committee may participate or vote in discussions and decisions where s/he has a pecuniary or other interest

Membership

- At least three and no more than five directors plus other non-directors appointed to the committee by directors as required, however the majority of members of the committee shall be directors.
- Committee membership will be published on the trust website.

Chair

- The chair of the committee will be appointed by the board of directors.

Meetings

- The standards committee will meet once in each half term as set out in the governance calendar and additionally as required by the board of directors.
- The committee meetings will not be open to the public, but minutes shall be made available on request.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- Agendas and associated papers for forthcoming meetings will be made available to all committee members at least seven days in advance of the meeting.
- Committee papers will be available to all directors (not just those on the committee)
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated to committee members once agreed by the chair and CEO.
- Agreed minutes will be approved and signed by the committee chair at the next committee meeting.
- Agreed and/or approved minutes will be presented to the board of directors at their next meeting.
- The chair of the committee (or in his/her absence another member of the committee) will report to the board of directors any recommendations made by the committee and any delegated decisions taken by the committee.

Committee tasks and duties

The committee shall exercise the responsibilities and duties delegated by the board of directors as set out in these terms of reference and the scheme of delegation:

- Set priorities for improvement which relate to the committee's area of operation.
- Monitor improvement plans.
- Review, monitor and evaluate the curriculum offer.
- Ensure equality of opportunity for all pupils.
- Ensure the curriculum offer meets statutory requirements e.g the provision of RSHE
- Receive monitoring reports from Academy Committees relating to academy Single Plans.
- Monitor the performance of schools against targets.
- Review and approve policies as delegated in the Scheme of Delegation.
- Ensure the requirements of children with SEND are met, as laid out in the Code of Practice, and receive termly reports from the CEO/ SENCO and an annual report from the SEN Director.
- Monitor and evaluate the impact of quality of teaching on pupils' progress and attainment.
- Monitor and evaluate the progress and attainment of pupils, including any vulnerable groups, by scrutinising year end and in year performance data, identifying any trends, providing challenge and recommending actions for improvement where required.
- Monitor pupil attendance data, identifying any trends and providing challenge and recommending actions for improvement where required.
- Monitor and evaluate the impact of CPD on improving staff performance.
- Monitor and evaluate provision for all groups of vulnerable children and ensure their needs have been identified and addressed, and to evaluate their progress and attainment.
- Monitor the effectiveness of the assessment policy.
- Consider recommendations from external reviews (e.g. Ofsted) and agree actions as a result of reviews and evaluate the implementation of the plan.
- Monitor the provision of extra- curricular activities.
- Advise the FRA committee of any funding requirements necessary to deliver the curriculum.
- Report any areas of risk to the board of directors.

- Participate in meetings with Ofsted inspectors and other external review meetings.
- Monitor the impact of the behaviour policy.
- Provide a panel of directors for exclusions hearings.
- Review annually the terms of reference for the standards committee and make recommendation to the board of directors.
- Report any risk relating to the committee's area of operations to the board of directors.