

Terms of Reference

Schools and Standards Committee

Adopted by Board of Trustees

Date: 20th September 2023

1. Constitution

- 1.1 The Board of Directors of Lincoln Anglican Academy Trust (the Trust Board) hereby resolves to establish a committee of the Trust Board to be known as the Schools and Standards Committee (the committee).

2. Membership

- 2.1 The committee shall consist of at least three members of the Board.
- 2.2 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.
- 2.3 No person may act as Chair under paragraph 2.3 unless they are also a Director.
- 2.4 Directors shall ensure that a Clerk is provided to take minutes at meetings of the committee.
- 2.5 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 will not be entitled to vote.
- 2.6 The committee will invite attendance from all Directors to meetings of the School and Standards committee.

3. Remit and Responsibilities of the Committee

- 3.1 The committee shall be responsible for the matters set out in the Schedule (below) and the Trust Scheme of Delegation.

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 three 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.
- 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 carry out any activity authorised by these Terms of Reference and outlined in the Scheme of Delegation.
- 5.2 The Schools and Standards Committee is authorised to:
 - 5.2.1 request any information it requires from any employee or other assurance provider.
 - 5.2.2 obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

6. Reporting

- 6.1 Within 14 days of each meeting, the committee will produce minutes.
- 6.2 The committee will provide a summary document for Directors outlining any decisions made.

Schedule 1

Responsibilities of the Schools and Standards Committee

- To monitor, evaluate and drive improvements in educational attainment and standards across all academies within the Trust.

1. Coverage

- Monitoring the academic performance, quality of care and quality of provision across the Trust.
- Monitoring and evaluating the overall effectiveness and efficiency of leadership and management at the Academies.
- Monitoring and evaluating absence and exclusion data to ensure effective strategies are in place to increase attendance rates and support those pupils at risk of exclusion.
- Monitoring and tracking the progress and standards of education for vulnerable groups, such as SEND, disadvantaged pupils and those eligible for Pupil Premium.
- Identifying trends, patterns, and areas of concern related to student attainment and standards.
- Supporting and challenging the self-evaluation process including successes and areas for improvement with particular regard to outcomes and success criteria.
- Considering the aims and priorities for raising standards of achievement in each of the schools' development plans.
- Presenting data-driven insights, challenges, and recommendations for further improvement.
- Advocating for and supporting opportunities for professional development for teaching and support staff.
- Promoting continuous improvement in teaching practices and educational delivery.
- Collaborating with other relevant committees or working groups within the trust to align efforts and share best practices.
- Monitoring and evaluating the impact of Pupil Premium and Sports Premium spending on pupil learning outcomes and wellbeing to ensure the best possible outcomes for all pupils.
- Monitoring and evaluating the Ofsted readiness and SIAMS readiness of academies within the Trust
- Receive reports from the School Effectiveness Advisers and take action where appropriate on other matters, including but not restricted to:
 - SEND
 - Vulnerable Groups
 - Curriculum Development
 - Religious Education and Collective Worship
 - Publication of statutory requirements
 - SMSC (Spiritual, Moral, Social & Cultural Development)
 - Pupil Behaviour
 - CPD (Continuing Professional Development) for staff
- Review and approve any Trust-wide educational policies
- Regularly reporting to the Multi Academy Trust's Board of Directors on the progress and outcomes of initiatives aimed at raising attainment and standards and highlight where additional Trust resources may be required.

Summary of Changes

V1	September 2023	Re-write of the terms of reference to align to the revised Scheme of Delegation. Adoption of the new format of the terms of reference