

# South Bank Multi Academy Trust

---

## Education & Standards Committee Terms of Reference

Approved by Trustees:	October 2020
Version:	2.0
Review Timetable:	1 year
Renewal Date:	October 2022

---

### 1 Constitution

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

### 2 Membership

- 2.1 The Committee shall have a minimum of three members. A majority of Committee members must be Directors of the Trust Board.
- 2.2 The Committee's current members are set out in Schedule 2.
- 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 Chair of Trustees 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.
- 2.7 The Trust Principal to attend all meetings in an advisory capacity.

### 3 Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the matters set out in Schedule 1.

#### **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 or more 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 committee 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 28 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 28 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.

## **Schedule 1**

### **Responsibilities of the Education & Standards Committee**

#### **Targets**

- 1 Recommending to the Trust Board for approval the educational targets of the Schools (in consultation with the Headteacher Group),

#### **Review**

- 2 Monitoring and evaluating performance of the schools against KPIs set by the Trust Board (in consultation with the relevant Local Governing Bodies) in relation to-schools and other matters.
- 3 Holding each school's leadership to account for school performance and quality of provision.
- 4 Monitoring and evaluating the overall effectiveness and efficiency of leadership and management at the schools.
- 5 Monitor and evaluate the impact of Pupil Premium funding on children's learning outcomes and wellbeing to ensure the best possible outcomes for pupils
- 6 Receiving reports on the overall Performance management outcomes for each school making any appropriate recommendations to the Trust Board.
- 7 Supporting and challenging the self-evaluation process including successes and 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-Schools' strategic plans through the Standards Review process

#### **Curriculum Issues & Other Matters**

- 9 Receive reports (verbal or written as appropriate) on the quality of the curriculum and on provision in its widest sense and on the other excellent activity and experience i.e. without a numerical value.
- 10 Receiving reports from the Headteachers and reviewing student attendance, behaviour, exclusions, and relevant disciplinary matters relating to each school.

- 11 Trustees reserve the right, where appropriate, to review and act upon any concerns in relation to other matters, including but not restricted to:
- SEND
  - Publication of statutory requirements
  - Policies
  - SMSC (Spiritual, Moral, Social & Cultural Development)
  - Pupil Behaviour
  - CPD (Continuing Professional Development) for staff

### **Stakeholder Engagement**

- 12 Promoting partnership working between parents / carers and the schools to promote high standards of attendance, behaviour and learning by students.
- 13 Receive reports from each school on the views of students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the schools to assess its performance and that of the Trust against stated aims and objectives.
- 14 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.

### **General**

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

### **Membership of the Education and Standards Committee 2020-21**

Jill Hodges (Chair)  
Edwin Thomas  
Pat Boyle  
Ian Wiggins  
Martyn Sibley  
Susan Laycock