

6. *Terms of Reference for Standards Committee*

ROLE OF STANDARDS COMMITTEE

- 7.1 The Standards Committee operates under a Scheme of Delegation from the Trust Board. It must at all times adhere to its Terms of Reference. Its deliberations and actions should include proper planning, monitoring, probity and business professionalism in overseeing its management of standards within all Academies within the Trust.
- 7.2 The Standards Committee will make recommendations to the Arbor Academy Trust Board for consideration and ratification. This to include the overarching standards and delivery of performance targets for Academies within the Trust.

CONSTITUTION

- 7.3 The membership of the Committee will consist of:
- The Chief Executive
 - Three other Trustees
 - Two independent Education Advisers
- 7.4 Other persons may also be invited to attend for all or part of any meeting, as appropriate. This includes the Chair of the Local Governing Body and members of the Executive Team e.g. Heads of School when needed.
- 7.5 A Trustee, other than the Chief Executive, Chair or Vice-chair of the Trust Board will be appointed as Chair of the Standards Committee and will lead on feedback on recommendations for consideration by the Trust Board.

SCHEME OF DELEGATION

- 7.6 All matters within the scope of standards within individual Academies and policies and strategies that relate to it.
- 7.7 The key areas of delegation cover:
- Determination of curriculum, teaching and learning policies across all Academies in the Trust
 - Setting quality standards and targets for each Academy
 - Approving training and development programmes for all staff in the Trust
 - Ensuring the appropriate level of skills for all local governors
- 7.8 Scope
- (i) Annually set, monitor and review the standards and performance targets for each Academy in the Trust and recommend to the Finance and Resources Committee the level of resources required to deliver those standards and performance targets.
 - (ii) Agree the School Development Plan for each Academy and monitor and review on a termly basis the progress made by the Head of School and Local Governing Body in delivering those standards and performance targets.

- (iii) Consider and agree any recommendations from the Chief Executive and the Local Governing Body on the level of support required by an Academy from the Trust to achieve those standards and performance targets.
- (iv) Recommend to the Finance and Resources Committee the level of resources required within the Executive Team and/or external assistance required to ensure that targets within individual Academy School Development Plans are delivered in a timely and efficient manner.
- (v) Monitor and review all curriculum, teaching and learning policies that effectively deliver the unique ethos and values of the Arbor Academy Trust.
- (vi) Monitor the effectiveness of these policies in delivering the required standards and performance targets within each Academy within the Trust., including feedback from Local Governing Bodies. To recommend appropriate action to the Trust Board where Local Governing Bodies have been identified as not implementing Trust policies.
- (vii) Where a Local Governing Body has been identified as being ineffective in supporting the Chief Executive and Head of School in raising standards to invite the Chair and Vic-chair of the Local Governing Body to a meeting of the Standards Committee to reach agreement on a positive course of action to address the concerns.
- (viii) Recommend to the Trust Board appropriate action to address this concern where the Local Governing Body is unable or unwilling to agree a course of action determined by the Trust Board to address standards and performance within an Academy.
- (ix) Monitor and review the annual skills audit carried out by each Local Governing Body and consider any actions required to strengthen the skills of local governors including challenging the senior leadership on standards and performance targets, the review of implementation of Trust policies on curriculum, teaching and learning and membership of committees established to address HR issues within the Academy.
- (x) Monitor and review staffing and staff development programmes across the Trust as a whole and in individual Academies to ensure that staff have the skills to achieve the standards and performance targets that have been set. To recommend to Finance and Resources Committee any changes to the resources required to ensure that training and development meet needs across the Trust.
- (xi) Monitor and review the management of sickness absence across the Trust and identify the impact on achieving Trust objectives.

7.9 Operational matters

- (i) The Standards Committee should normally meet termly after the meeting of the Local Governing Body and before Trust Board.

- (ii) A special meeting may be called if there is a significant Standards issue requiring a recommendation to be made to the Trust Board. A special meeting can be called by the Chief Executive or Chair of the Committee.
- (iii) Quorum for a meeting will be two Trustees (including the Chief Executive).
- (iv) Only Trustees on the committee have the right to vote. Decisions taken on a vote will be carried by a simple majority. If the vote is tied, the Chair will have a casting vote.
- (v) Any Trustee has the right to attend a meeting of the Committee and participate in the discussion. However, a Trustee who is not a member of the Committee does not have the right to vote.
- (vi) The Chair of a Local Governing Body has the right to ask to attend a meeting of the Committee if there is an item that will impact upon an Academy for which the Local Governing Body has responsibility. It is for the Chair of the Committee in consultation with the Chief Executive to determine whether or not that request is agreed.
- (vii) The Chief Executive has the right to invite any member of the Executive Team to attend a meeting of the Committee unless they have a pecuniary interest in matters being discussed.
- (viii) Any meeting of the Standards Committee will be supported by the Arbor Academy Trust's appointed clerking service and will be fully minuted and recorded. All minutes will be approved and published within fourteen days of the meeting (subject to appropriate deductions) to the agreed recipients – which are likely to include:
 - All Trustees;
 - the Chairperson of the Arbor Trust Board; and
 - the Chief Executive Officer.
- (ix) A copy of these minutes will be stored centrally and will be made available on request to interested parties.