

Terms of reference for the Local Governing Board Standards and Ethos Committee

Purpose

The purpose of the committee is to maintain strong oversight of the educational standards and the Christian ethos within the academy.

Membership and quorum

The Local Governing Board Standards and Ethos Committee will be appointed by the Local Governing Board (LGB). The minimum number of Local Governors appointed to the committee should be three so that there are enough members to hold a majority when voting on matters.

The Clerk to the governing board should also act as the Clerk for the committee.

The committee shall appoint a Chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the Local Governors with the required skills and knowledge will be appointed to the committee.

Only full members of the committee who have been approved by the LGB will have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the LGB, who are able to provide advice on matters relating to financial planning or monitoring.

Associate members may be members of the Standards and Ethos Committee, but will not have any voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

One Director shall be entitled to attend any meetings of the LGB. The Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Director will constitute one vote in any such matters.

Term of office

The committee will be appointed annually by the LGB and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The Chair of the committee will be appointed annually. A Local Governor is permitted to stand as Chair of the committee at the end of their term of office.

Meetings

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term. The Chair of the committee or any three committee members may, by giving notice in writing to the Clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the Chair of the committee decides a particular financial issue needs addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.

The Clerk to the committee (who acts as the Clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Clerk will take minutes of the meeting. These will be approved by the Chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the Clerk will distribute the minutes to the LGB. Confidential minutes will only be shared with Local Governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the Chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the academy's website on an annual basis.

Committee responsibilities

- Ensuring the Christian ethos of the Trust is reflected within the Academy's vision and values.
- Monitoring the Christian distinctiveness of the Academy.
- Monitoring the provision of collective worship.
- Monitoring the SIAMS outcomes and the associated improvement plans of the Academy.
- Ensuring pupils' spiritual, moral, social and cultural development is nurtured throughout the Academy.
- Monitoring and promoting the links between the Academy and the local parish.
- Monitoring the Academy's response to the Diocesan LIFE vision.
- Monitoring the standards and progress of pupils attending the Academy.

- Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
- Monitoring the progress of pupils in the Academy.
- Analysing performance trends that might be present within the Academy and compare these with national trends.
- Having knowledge of the educational needs of pupils within the academy and monitoring pupil performance data of specific groups of pupils, e.g. pupils with special educational needs and disabilities.
- Understanding the targets that have been set within the Academy and challenging underperformance within the Academy against these targets.
- Ensuring that the Academy's curriculum is balanced, broadly based and effective.
- Monitoring the provision of religious education within the Academy.
- Ensuring that there are effective procedures in place within the Academy regarding pupil support, attendance and discipline.
- Remaining informed on the attendance rates within the Academy and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.
- Monitoring the level of exclusions within the Academy, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- Monitoring safeguarding procedures within the Academy.
- Ensuring that the highest possible standards are set, achieved and maintained within the Academy.
- Identifying areas of concern regarding performance and standards within the Academy and implementing action plans with the consultation of the board where necessary.
- Reviewing any of the Academy's policies which relate to standards and ethos.