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## **Standards Committee**

## **Terms of Reference**

## Terms of Reference

### Standards Committee

#### 1. Constitution

- 1.1 The board of directors (the **Trustees**) of The Cornerstone Academy Trust hereby resolve to establish a committee of the Trustee Board to be known as the **Standards Committee** (the **Committee**) to advise the Board on matters relating to the Trust's curriculum, quality and standards.

#### 2. Membership

- 2.1 The Standards Committee will meet at least once per term. The Committee's Chair or any two Committee members may call a meeting.
- 2.2 The Standards Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. The Chair of the Board may be an ex officio member of the Committee.
- 2.3 Additionally, external co-opted members with particular expertise may be appointed to the Committee by the Board of Directors. Co-opted members of the Committee will have full participation rights.
- 2.4 Other Board members shall also have right of attendance and may fully participate in meetings, though the Committee may wish to exclude Employee Directors.
- 2.5 The CEO will be an ex officio member of the Standards Committee as will the Head of Education.
- 2.6 Other employees of the Trust may be invited to attend meetings but will have no voting rights.
- 2.7 The Chair of the Standards Committee will be appointed by and from the Board annually. The CEO or Head Teacher of an Academy may not act as Chair of the Committee. Any other employees of the Trust may also not act as Chair, other than in exceptional circumstances agreed by the Board. If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting.
- 2.8 The Standards Committee will be quorate if at least three members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members [in the event of there being co-optees on the Committee] and no more than 50% may be employees of the Trust.
- 2.9 Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting.

- 2.10 Where there is an equal division of votes, the Chair shall have a second or casting vote.
- 2.11 Administrative support will be provided by the Clerk to the Board.
- 2.12 Agendas will be agreed in advance by the Chair of the Standards Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- 2.13 Minutes of meetings will be taken and submitted to the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.
- 2.14 The Standards Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.
- 2.15 The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).

### 3. **Authority**

- 3.1 The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee.
- 3.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.
- 3.3 The committee is comprised of:
- Trustees x 3 (minimum)
  - Lab representative
  - Staff representative
  - Head of Curriculum and/or Head of Education

### 4. **Main Duties**

- 4.1 To monitor and advise the Trust Board regularly and LABs as appropriate on the following:
- Data on attainment and progress for all of the Trust academies;
  - School improvement work and leadership;
  - Overall performance of each of the academies; and
  - Leadership standards.

### 5. **Detailed Responsibilities**

- 5.1 Performance and Standards

5.1.1 To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the School Improvement Plan.

## 5.2 Self-Assessment and Review

5.2.1 To receive information on performance and attainment issues for all the Trust Academies.

5.2.2 To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's Quality Improvement Plans and strategies;

5.2.3 To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each Academy.