



## **STANDARDS AND SCHOOL IMPROVEMENT COMMITTEE TERMS OF REFERENCE**

<b>Committee</b>	<b>Standards and School Improvement</b>
<b>Adopted by Trustees</b>	<b>October 2019</b>
<b>Last amended</b>	<b>October 2023</b>
<b>Last review</b>	<b>October 2023</b>
<b>For review</b>	<b>Annually</b>

## 1. Constitution

- 1.1. The Equa MAT Board of Trustees has resolved to establish a Standards and School Improvement Committee to advise the Board on matters relating to the Trust's:
  - Educational outcomes and standards
  - School improvement
  - Attendance
  - Safeguarding
  - Growth (interlinked with the Trust Board and Resources Committee)
- 1.2. The Standards and School Improvement Committee is responsible to the Trust Board.
- 1.3. The Committee's Terms of Reference are agreed and adopted by the Board and can only be amended with the approval of the Board.

## 2. Membership

- 2.1. The Committee will consist of:
  - at least 3 Trustees who will be appointed by the Board.
  - 2 Governors of Trust Schools (or co-options if local governors with the requisite skills are not available through appointment by the Trust Board).
- 2.2. The number of trustees must be more than the number of local governors in attendance.
- 2.3. The Chief Executive Officer will be in attendance but will have no voting rights.
- 2.4. The members of the Committee shall hold office from the date of their appointment until resignation or omission from membership on subsequent consideration by the Board. The Board to review Committee membership on an annual basis at the start of the academic year.
- 2.5. The Committee will appoint a Chair.
- 2.6. The School Improvement Lead should be invited to attend.
- 2.7. The Committee may ask any other senior executive or Headteacher or Local Governor or an

external standards advisor to attend meetings of the Committee either regularly or by invitation, to provide information.

### **3. Meetings**

- 3.1 The Committee will meet once per term (6 times per academic year) in advance of the Trust Board Meetings. More meetings may be called if necessary.
- 3.2 The quorum shall be 2 Trustees.
- 3.3 The administration of meetings will be managed by the Company Secretary/Clerk to the Trustees. Agenda and papers will be circulated to members of the Committee 7 days in advance of the meeting.
- 3.4 In addition to voting in person at a meeting Trustees are able to vote on matters via e-mail to the Company Secretary/ Clerk to the Trustees (ahead of the meeting) or via video / telephone conferencing during a meeting.
- 3.5 If agreement cannot be reached on a specific issue at a meeting, the issue will go to the Trust Board meeting for a final decision.

### **4. Authority**

- 4.1 The Committee will report to the Board on any decision taken in accordance with the Scheme of Delegation.
- 4.2 The Committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the Board.
- 4.3 The Committee is authorised to obtain any legal and professional advice it considers necessary, normally in consultation with the Chair of the Trust Board.

### **5. Main Duties**

- 5.1 The duties of the Committee shall be:
- to ensure that the highest possible standards are set and maintained across the Trust.

- to receive a termly report from the CEO regarding standards and performance of the Trust against key performance indicators
- To receive regular reports from education, collaborative and partnership reviews
- to identify any areas of concern in respect of standards and performance and to implement an action plan with the CEO.
- to ensure that each school's curriculum is balanced and broadly based and has a clear intent.
- To receive reports and updates from the Church School Flourishing Committee
- to scrutinise and review Trust policies for recommendation to the Trustees.
- to ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust.
- to support the CEO in the creation, implementation and monitoring of the Trust's self-evaluation development plan and any post-Ofsted action plans.
- to advise the Trustees with respect to targets for student achievement across the Trust.
- to ensure that effective arrangements are in place across the Trust for pupil support and representation, for monitoring pupil attendance and for pupil discipline.
- to ensure that effective arrangements are in place across the Trust for pupils with special educational needs or disability.
- to ensure that effective arrangements are in place across the Trust for disadvantaged pupils.
- to ensure that the Trust is able to demonstrate effective use of Pupil Premium Funding across the Trust.
- to review the progress towards Equa's Equality objectives and the objectives for all schools.
- to review, on a regular basis, its own performance, constitution and terms of reference to ensure it is cooperating at maximum effectiveness.

5.2 The committee shall consider whether any report or other information considered by it should trigger a suspension or restriction in delegation to a Local Governing Body and make an appropriate recommendation to the Trustees.

### 5.3 Additional tasks for the committee will include:

- Signing off the Equa Development Plan.
- Approving Equa Strategic Plan and monitor progress and impact.
- Monitoring and challenging performance standards (educational) across Equa.
- Strategic development planning.
- Succession planning – for central MAT roles.
- Setting strategic Equa curricular direction.
- Ensuring statutory compliance with assessment requirements.
- Supporting and monitoring School Development Plan implementation.
- Monitoring and celebration of outcomes and achievements of each school.
- Approving school admissions arrangements.

## 6. Meeting Timetable - Example

	Meeting					
	Autumn		Spring		Summer	
	1	2	3	4	5	6
Primary schools end of KS 1 and 2 data						X
Secondary school end of KS4 and 5 data	X					
All school's progress data		X		X		X
Monitoring attendance (via CEO Report)	X	X	X	X	X	X
Approving school admission arrangements	X					
Approve Equa Improvement Plan	X	X				X
Monitor Education Review		X		X		
Monitor Collaborative Reviews		X	X	X		
Monitor partnership visits	X	X	X	X	X	X
Review Equa school improvement strategy				X		
Approve school improvement strategy						X
Review strategic priorities					X	
Review Church School Flourishing strategy	X		X		X	
Review progress towards Equality objectives of Equa and schools					X	
Transition				X		
Review MAT central role				X		
Safeguarding reviews and audits		X		X		X



## Equa Standards Committee Role Description

Governance Role	Equa Standards committee
<b>Main Purpose</b>	To contribute to the work of the Trust in raising standards of achievement for all pupils which involves providing a strategic view for the Trust and constituent schools, acting as a critical friend, assuring accountability and representing the views of primary and secondary schools within the Trust
Main Duties	
1.	Monitor the standards achieved by pupils at the end of Foundation Stage, Key Stage 1, Key Stage 2, GCSE and A level.
2.	Monitor the progress that pupils have made since joining Trust schools and how well pupils progress relative to their starting points.
3.	Monitor how well pupils in receipt of Pupil Premium, with SEN/D and other vulnerable groups achieve compared to the majority and pupils nationally.
4.	Monitor how well gaps are narrowing between the performance of different groups of pupils in Trust schools and compared to all pupils nationally.
5.	Monitor how well pupils develop a range of skills, including reading, writing, communication and mathematical skills, and how well they apply these across the curriculum.
6.	Understand and be able to question the tracking data held by the Trust appertaining to pupil progress and attainment.
7.	Review the standards of attainment and progress as reported by schools; ensure that on-statutory targets are agreed in schools, to ensure all pupils make progress.
8.	Monitor the quality of teaching taking into account evidence of pupils' learning and progress.
9.	Review Equality objectives for both Equa Trust Board and its schools.
10.	Any standards related task delegated by the Trust Board and report back to the Trust Board.

## Partnerships and membership

The Standards Committee works in partnership with any member of the Trust SLT with responsibility for data and assessment, SENCos Headteachers and specific Trust Leads.

The Secondary and Primary school representative is a (non-voting) member of the Standards Committee. Their role is to represent the views of their school phase during discussions which may enable the committee to gain a better understanding of specific issues. Also to report back to their LGB with regard to policy changes or issues that may require LGB involvement.

## General tasks and expectations

- to work as a member of a team
- to attend meetings
- to speak, act and vote in the best interests of the Trust as one perceives them.
- to read all papers sent prior to a meeting to ensure a full and informed debate and decision-making process
- to support decisions of the Trust Board and its committees once they have been reached on the basis of collective responsibility, even though you may have spoken against a proposal during a debate at a meeting
- to respect all Trust Board decisions and to support them in public.
- to act within the framework of the policies of the Trust Board and legal requirements.
- to commit to training and development opportunities.
- to know the Trust: its needs, strengths and weaknesses and understand the steps necessary for improvement.
- to observe confidentiality in all aspects of the role
- to comply with the Trust Code of Conduct.

## Decision Making

As authorised by the Terms of Reference

## Available support

Professional advice is available from the National Governors Association, the Chief Executive Officer, National Leaders of Governance and the Chair of the Trust.

## Knowledge and Skills

The ability to meet the requirements of the main duties (with training as required).