



# The Athelstan Trust

## Standards Committee Terms of Reference

### 1 Purpose of the Standards Committee

- 1.1 The Standards Committee is a Committee of the Athelstan Trust Board. The purpose of the Committee is to support the Trust in its responsibilities by advising the Board on matters relating to standards of teaching and learning.
- 1.2 To approve, review and challenge educational provision and standards, including attainment and progress data, the behaviour and development of students across all Trust schools and leadership and management within the Trust.
- 1.3 The Committee will ensure the Trust's strategic vision and values are at the centre of its endeavours.

### 2 Membership

- 2.1 The Committee will be made up of three Trustees and normally a maximum of 2 governors nominated by Local Governing Body Chairs. The Chair of the Committee will be a Trustee. The membership will be discussed on an annual basis at the first meeting of the Trust Board in the academic year. The Chair shall be appointed by the Trustees at that meeting.
- 2.2 Chair's term of office shall be one year as this appointment is voted upon annually (see 2.1 above).
- 2.3 The Committee may invite non-voting specialists who are not Trustees to advise on specific areas, for such a period of time as required the Committee.
- 2.4, CEO is a non-voting advisors to the Committee. Other staff will be invited as appropriate at the direction of the Committee.

### 3 Delegated Power

- 3.1 The Committee is authorised to invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including members of Trust staff, but staff will not be present where there is a potential conflict of interest in relation to their own remuneration.





# The Athelstan Trust

3.2 In the event of a need to make urgent decisions between meetings, the Chair of the Committee, in consultation with the CEO and the Trust Chair, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be minuted and explained fully at the next meeting of either the Audit and Risk Committee or the Trust Board as appropriate.

3.3 The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board including to (a) request any information it requires from any employee or other assurance provider; or (b) obtain outside legal or independent professional advice it considers necessary with approval of the Trust Board.

3.4 The Committee does not have its own budget and has no remit for capital expenditure; legal commitments are made with the prior delegated consent of the Trust Board.

## 4 Quorum and Decision by Consensus

4.1 It is generally expected and encouraged that decision making by the Standards Committee should be by consensus. If consensus cannot be reached, the decision will be referred to the Board for resolution.

4.2 This is subject to any member of the Committee having an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the Committee. In such cases the Committee member must declare his or her interest for the particular item.

4.3 The quorum for the Committee shall be two non-conflicted members.

## 5 Meetings

5.1 The Standards Committee will meet three times a year or more frequently as circumstances require. Meetings will be online. The Committee Chair shall also convene a meeting at other times if considered necessary or upon the reasonable request of any Committee member.

5.2 Meetings will be scheduled by the Clerk with advice from the CFO to align with major decision points for the Trust.

5.3 The Clerk shall be appointed by Trustees and shall attend and service Committee meetings, including circulating the agenda and papers before each meeting, and preparing the minutes.





# The Athelstan Trust

5.4 The Chair will set the agenda for the Committee meetings in conjunction with the Clerk and relevant staff.

5.4 Meetings will be chaired by the Chair of the Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the members present at the Committee meeting.

5.5 In the absence of the Clerk the Committee will approve a replacement for the meeting.

5.6 The Clerk will circulate an agenda for each meeting and papers at least a week before each meeting.

5.7 Attendance at each meeting, matters discussed and recommendations for decisions will be recorded. The written record of each meeting will be submitted to the next meeting of the Committee.

## 6 Reporting

6.1 The Chair will report any actions to the Trust Board requiring ratification.

6.2 The Committee will review at least once a year with the Board its constitution and Terms of Reference and recommend any changes necessary to the Board.

6.3 The Committee will report back to the Trust Board regularly.

## 7 Key Responsibilities

7.1 The Local Governing Bodies will undertake detailed analysis of their own individual school performance. This Committee will focus upon comparative performance to understand any variations in performance, patterns or trends, and to enable identification of best practice and areas for development within individual schools or across the Trust.

7.2 The Education & Standards Committee will provide scrutiny and challenge and exercise responsibility for, and oversight of, the following

- Regularly monitoring education quality, the effectiveness of standards and performance, and impact across schools.
- The Committee will use key performance indicators, including local and national comparators, including for whole schools and any identified groups of students, together with termly reports from the CEO/Headteachers based on tracking data and





# The Athelstan Trust

school visits, the schools' own SEFs, Ofsted reports and reports from external reviews for this purpose.

- Through the CEO and Headteachers, monitoring the curriculum available at each school including its intent, implementation and impact, and supporting and promoting rich curriculum development
- Through the CEO and Headteachers, ensuring that each school's curriculum engages with national and statutory guidance as appropriate, that it complies with the Trust's Funding Agreement and that the intended impact is evaluated and documented at local level
- Monitoring the effectiveness of the approach to and effectiveness of support for vulnerable students, including those with SEND across the Trust and ensuring that their requirements are being met, including through annual SEND reviews, and the effective deployment of Pupil Premium Grant
- Identifying any patterns, trends or areas of concern and overseeing any action plan implemented by the CEO for individual schools or across the Trust
- Ensuring that Trust delivery of safeguarding activities & support for children aligns with Keeping Children Safe in Education 2022 & other relevant guidance
- Overseeing parental engagement in governance and reviewing parental perspectives arising from parental surveys and engagement
- Ensuring that appropriate, high quality school development plans are written and in place for each school and that these are implemented and regularly monitored, reviewed and scrutinised at LGB level
- Ensuring that school improvement resources are properly prioritised
- Monitoring the effectiveness of quality assurance processes regarding teaching and learning, the curriculum, inclusion and the sharing of good practice across the Trust
- Monitoring the provision of PSHE (personal, social, health and economic development) and the quality with which this is implemented across the Trust through both the taught and informal curriculum (i.e. school culture, school values, assemblies etc.)
- Monitoring the effectiveness of arrangements for student support and representation, for monitoring student attendance and for student discipline, and ensuring that appropriate action is planned and taken
- Monitoring the effectiveness of the transition preparation arrangements for children both leaving and joining
- Monitoring the provision of careers education and guidance, including for the primary schools





# The Athelstan Trust

- Monitoring the operational risk of school failure due to ineffective school leadership and management and/or school standards, as defined in the Risk Register, and taking action through the Board of Trustees when deemed appropriate
- Considering governance effectiveness across the Trust & ensuring governance arrangements are conducive to effective working, ensuring checks and balances but avoiding duplication at different levels, and delivering good two-way communication
- Reviewing, recommending and approving policies as required by the Scheme of Delegation.

## 8. Terms of Reference

8.1 The committee's terms of reference will be reviewed annually at the first meeting of the year and any proposed changes referred to the Trust Board for approval. Any additional changes during the year must be referred to the Trust Board for approval.

Approved by the Trust Board – (13 October 2022)

