



Terms of Reference for the Standards and Achievement Committee

September 2021

Date adopted: September 2021

Review date: September 2022

Chair of Committee: Bianca Johnson

Our Mission

We would like to be recognised by the quality and depth of respect and love, which we show towards each other.

Mutual respect and tolerance are central to our way of life at St Mary's, as we meet Jesus Christ in each other.

General Terms

- To act on matters delegated by the full governing body under the Scheme of Delegation (adopted March 2016).
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To report to the full governing body on the Committee's work and confirm that it is fulfilling its responsibilities under this Terms of Reference

Terms of Reference will be reviewed annually in Autumn 1.

An annual report on the effectiveness of the Standards Committee will be presented to the Governing Body in Summer 2.

Membership

The Committee will be comprised of up to eight Governors plus the Headteacher and the Senior Leadership Team. Only elected or appointed Governors have voting rights. The Chair of the Standards Committee is elected from amongst its members but may not be a staff governor. The Chair is responsible for agenda-setting and timely release of documentation for meetings.

Quorum

At least three governor members of the committee, not including staff governor members. Quorum can be through virtual attendance either via video or conferencing in to the committee meetings.

Meetings

The committee will meet half-termly, unless with prior arrangement with FGB and committee members when a short interim meeting between the Chair of the Committee and the School Leadership may suffice. Additional meetings will be held as needed.

Agendas are informed by the school's Governing Body Year Planner. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. The chair or acting chair should not be a staff governor member.

In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/staff governor member).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Catholic ethos

To review, monitor and evaluate the curriculum for Religious Education.

To recommend for approval to the full governing body the SEF 48: Religious Education Self-evaluation form.

To develop and review policies within its delegated powers (e.g. Religious Education, Collective Worship, Sex and Relationships Education).

Curriculum planning and delivery

- To review, monitor and evaluate the curriculum offer.
- To recommend for approval to the full governing body the:
 - Self-evaluation form
 - School Improvement Plan
 - Targets for school improvement to the governing body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline).

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor(where appointed).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups
- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. Pupil Premium children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To monitor attendance, including rates for vulnerable groups.
- To monitor behaviour, including exclusions and cases of bullying and racism.
- To consider recommendations from external reviews of the school (e.g. Ofsted and school improvement adviser), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Talent Management

- To monitor and review performance management metrics to ensure a good bench of performance across all teaching staff
- To understand gaps in performance and to monitor regular performance management cycles to assess that improvements measures are in place
- To ensure appropriate plans are in place for recruitment and selection of staff
- To actively be involved in the recruitment and selection of the Head teacher
- To provide panel members to selection of teaching staff where requested
- To work closely with senior leadership to ensure strong succession planning in place for all key role
- To work closely with Chair of Governors to ensure strong succession plans in place for school leadership
- To ensure that training and development plans are in place for all teaching staff
- To ensure proper training and development plans are in place for leadership team
- To hold the Head teacher to account to ensure deliverables are met and teaching staff are appropriately continuously developed
- To liaise with Resources committee to ensure appropriate funding is allocated to development of teaching staff

Other elements of HR including workforce planning, Employee Relations and resource allocations will be covered under the Resources Committee.

Engagement

- To monitor the school's publicity, public presentation and relationships with our parishes and the wider community by such means as necessary, including the operation of an Engagement Forum with its own Terms of Reference.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

Key documents

The Standards Committee will be informed by the following, (without limitation):

- The Self-Evaluation Form (SEF)
- The School Improvement Plan (SIP)
- Year Planner
- Target Tracker
- ASP
- Headteacher's Reports
- School Data Analyses
- SEN Reports
- Interventions Report and effectiveness review
- Attendance and Behaviour Analysis
- External partner reports
- School Improvement Partner Reports: Teaching and Learning; Leadership and Management; Achievement and Outcomes
- Umbrella Trust feedback
- Performance Management Reviews
- Website Reviews
- Safeguarding Reports
- Section 48 denominational inspection report
- Self Evaluation Form – S48
- Pupil Premium Expenditure Review
- Chaplain's Reports