

TALL OAKS ACADEMY TRUST

Terms of Reference for Committees of the Board of Trustees

The terms of reference of each committee of the Board of Trustees must be approved by the full Trust Board and reviewed each year. They provide the sole, agreed framework within which each committee operates.

1. Each committee will be composed of at least 3 Trustees. This may include the Executive Head Teacher and Heads of School.
2. The membership of each committee will be agreed on an annual basis at the first meeting of the Board of Trustees in the autumn term.
3. The Chair of each committee is elected by the full Board of Trustees on an annual basis at the first meeting of the Board of Trustees in the autumn term. No Trustee employed by the Academy Trust will act as Chair to the committee. In the absence of the Chair, the committee will elect a temporary replacement from among the Trustees present at the committee meeting.
4. The Clerk of the Committee is elected by the Committee.
5. In the absence of the **Chair** or Clerk, the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at three governors who are members of each committee, two of whom must not be employed by the Trust.
7. Each committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
8. The Clerk to the committee will circulate an agenda for each meeting and papers at least 5 working days before the committee meeting.
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the Clerk to the Committee to the Clerk to the Trust Board in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole Board of Trustees. This is to meet statutory requirements, to provide information to the whole Board of Trustees and to seek ratification of decisions and recommendations.
10. The Chair of the committee will be responsible for giving an oral summary of the committee's deliberations if necessary at meetings of the whole Board of Trustees.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not Trustees.
12. Any Trustee may attend meetings of committees.
13. Only Trustees who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.
14. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of the Board of Trustees, in consultation with the Executive Head Teacher and Chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Board of Trustees.

TALL OAKS ACADEMY TRUST

Terms of Reference for the Standards Committee

Purpose

- To provide guidance and assurance to the Executive Head Teacher and Board of Trustees on all matters relating to the Curriculum and their statutory obligations regarding the National Curriculum, Standards and Outcomes.

Principal responsibilities and areas of work

- Take responsibility on behalf of the Board for overseeing all educational aspects of the operation of Tall Oaks Academy Trust, so as to ensure that pupils receive a high quality of education.
- To review information and data regarding Trust performance at all statutory assessment points.
- Make recommendations to the Board on the long term strategy and the annual Improvement Plans and ensure that monitoring arrangements are in place once they are approved.
- Recommend the Pupil Achievement Targets to the Board.
- Monitor the Trust's education performance in relation to:
 - Pupil attainment and progress
 - Quality of teaching.
 - Pupil behaviour and attendance.
- Approve the Trust's Curriculum statement – the content and organisation of the curriculum including its underpinning values and principles.
- Provide the Board with assurances relating to:
 - Curriculum matters.
 - Pupil attainment and progress.
 - Quality of teaching and learning.
 - Behaviour and safety.
- Keep under review the Governance policy relating to education related matters and make recommendations to the Board for the approval and adoption of such policies
- To receive assurances from the SEND Governor and the Safeguarding Governor.
- To ensure that the requirements of children with SEND are met through establishing and monitoring the Local Offer.
- Monitor and review the Risk Management arrangements linked to all education matters.
- Monitor the use of Pupil Premium funding and its impact across the Trust.

Reviewed annually by the Trust Board of Trustees.

Agreed by the Standards Committee at its meeting on