

# **Ormiston Academies Trust (OAT)**

## **School Improvement and Standards Committee (SIS)**

### **Terms of Reference**

**Reviewed and Approved by the Board on 19 July 2018**

#### **1. OBJECTIVE**

- 1.1 The objective of the committee is to assist the board in meeting its responsibilities for curriculum, standards and quality in all OAT academies.

#### **2. CONSTITUTION**

- 2.1 The committee shall have such terms of reference and powers as the board shall decide and shall act in accordance with any legislation, regulation or direction issued by relevant regulators in particular the Department of Education, the Education Funding and Skills Agency, Ofsted, and the Charity Commission.
- 2.2 The SIS committee of the board shall be comprised of a minimum of three members and maximum of 6 members appointed by the board, a majority of which shall be Trustees.
- 2.3 The committee members shall be appointed by resolution of the board. Each member shall continue as a member until a successor is appointed, unless the member resigns, or is removed by resolution of the board or otherwise ceases to be a member of the board.
- 2.4 Where a vacancy occurs at any time in the membership of the committee, it may be filled by the board, and shall be filled by the board if the membership of the committee is less than three members as a result of the vacancy.
- 2.5 The board, or in event of its failure to do so, the committee, shall appoint a Chair from among the committee members. If the Chair of the committee is not present at any meeting of the committee, the Chair of the meeting shall be chosen by the committee from among the members present.

- 2.6 The Chair and Vice Chair of the board, and the CEO are entitled to attend by virtue of their office but unless appointed by the board to the committee shall be non-voting.
- 2.7 No more than two other individuals shall be co-opted to the committee, by the board but who shall not have voting rights. Such advisory members may serve for a period determined by the board and at the end of that term the board can extend the appointment.
- 2.8 The committee may invite any person to be present at a meeting for any reason or who are specifically determined by the Board. These for the time being are the National Director of Education. Such people will be non-voting.
- 2.9 The committee will meet as and when required, but at least three times a year, and at such other times as the Trust Secretary shall convene at the request of a Committee member, and shall report directly to a meeting of the board.
- 2.10 The quorum for a meeting is a minimum of two of the appointed committee members.
- 2.11 The committee is authorised by the board to investigate any activity within its terms of reference, to seek any information and engage any professional advisors in the proper discharging of its duties within the agreed budget for the financial year.
- 2.12 The Chair presiding at any meeting of the committee shall have a vote in all matters considered by the committee. In the event of a tie the motion is defeated.
- 2.13 The committee shall make recommendations or decisions as required for the fulfilment of the board's mandate and those specific responsibilities and duties delegated to the committee.

### **3.0 COMMITTEE GOVERNANCE**

- 3.1 The committee will receive an agenda and papers at least one week before the meeting unless it is an emergency meeting when shorter notice shall be given providing all committee members are involved in setting the date.
- 3.2 Minutes of all meetings shall be prepared and circulated within 10 working days of the meeting.

- 3.3 Committee members can be present at a meeting via telecommunication.
- 3.4 Committee meetings will be held at times and locations convenient to the members, always considering value for money.
- 3.5 Committee meetings shall whenever possible be held at least two weeks before board meetings.

#### **4.0 DUTIES AND RESPONSIBILITIES**

4.1 The main duties of the Committee are to scrutinise regularly data and reports that show:

4.1.1 The attainment and achievement of pupils in all the Trust's academies, including for different groups of pupils, is improving rapidly;

4.1.2 Improvement and intervention strategies are effective and timely;

4.1.3 The curriculum in OAT schools meets requirements, is efficient and is informed by the most effective practice from within the Trust and nationally;

4.1.4 Personal Development, Behaviour and Welfare is effective;

4.1.5 Enrichment is embedded well;

4.1.6 Teaching and leadership at all levels is effectively developed; and

4.1.7 Governance is effective.

4.1.8 The Committee shall also scrutinise and review relevant policies for subsequent approval by the Trust Board;

4.2 The Committee shall evaluate its performance regularly, including any recommendations for the terms of reference, membership and training needs. This evaluation shall be reported to the board.