

Terms of reference for the Local Governing Board Standards and Ethos Committee

Purpose

The purpose of the committee is to maintain strong oversight of the educational standards and the distinctive Christian vision within the school.

Membership and quorum

The Local Governing Board (LGB) Standards and Ethos Committee will be appointed by the LGB. The minimum number of local governors appointed to the committee will be three so that there are enough members to secure a majority when voting on matters.

The clerk to the governing board should also act as the clerk for the committee.

The committee shall appoint a chair from the committee membership.

Membership will be decided based on the LGB's skills audit – the local governors with the required skills and knowledge will be appointed to the committee. For any local governor who wishes to develop the skills and knowledge to serve this committee, a training and development plan should be agreed and implemented.

Only committee members who have been appointed by the LGB are permitted to vote on any matters. The committee may decide to appoint additional non-voting members from and approved by the LGB, who are able to provide advice on matters relating to the work of the committee.

Associate members may be members of the committee but are not permitted voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting. The term of office of an associate member should be for a determined period of time to enable their expertise and guidance to fulfil a specific need or area of priority.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

One Trustee shall be entitled to attend any meetings of the committee. The Trustee shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Trustee will constitute one vote in any such matters.

Term of office

The committee will be appointed annually by the LGB and members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the LGB – whichever occurs first.

The chair of the committee will be appointed annually by the LGB. A local governor is permitted to stand as chair of the committee at the end of their term of office as chair. The headteacher or a staff member is not permitted to be appointed as chair of the committee.

Meetings

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term. The chair of the committee or any three committee members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the chair of the committee decides a particular issue needs addressing without delay.

The frequency and dates for committee meetings will be considered at or before the first meeting of the autumn term.

The clerk to the committee (who acts as the clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The clerk will take minutes of the meeting. These will be approved by the chair of the committee as accurate representations of the meeting, before they are handed to committee members for final approval at the next committee meeting. Following approval, the clerk will distribute the minutes to the LGB. Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These additional attendees will not be entitled to vote on any matters.

Every matter to be decided upon will be determined by a majority vote. Where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.

A register of attendance shall be kept for each meeting and will be published on the school's website as soon as possible following the meeting.

Committee responsibilities

- Ensuring the school's distinctive Christian vision is reflected in all decision-making, ensuring it is lived throughout the everyday life of the school.
- Ensuring the Trust's distinctive Christian vision is recognised and understood by the school community.

- Monitoring the impact of the Trust's distinctive Christian vision within the school and on its community.
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- Monitoring the provision and impact of collective worship.
- Monitoring the SIAMS outcomes and the associated improvement plans of the school.
- Ensuring pupils' spiritual, moral, social and cultural development is nurtured throughout the school and its curriculum.
- Monitoring and promoting the links between the school and the local parish.
- Monitoring the School's response to the Diocesan LIFE Together vision.
- Monitoring the educational outcomes and progress of pupils attending the school.
- Receiving reports from leaders, including subject leaders, to support the committees monitoring of agreed academic ambitions and progress for all pupils.
- Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
- Monitoring the progress of all pupils in the school, including disadvantaged pupils and those with SEND.
- Analysing performance trends that might be present within the school and compare these with Trust and national trends.
- Understanding the academic ambitions that have been set within the school and challenging underperformance within the school against these targets.
- Ensuring that the school's curriculum is balanced, broadly based and has impact on all groups of pupils.
- Monitoring the provision and impact of religious education within the school.
- Monitoring the procedures in place within the school regarding pupil support, attendance, and behaviour.
- Monitoring pupil attendance within the school and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.
- Monitoring the level of exclusions within the school, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- Monitoring safeguarding procedures within the school as delegated to the committee by the LGB.
- Ensuring that there is a culture of high aspiration for all pupils within the school.
- Identifying areas of concern regarding performance and standards within the school and liaison with the school effectiveness lead regarding these.
- Reviewing and monitoring the implementation and impact of any of the school's policies which relate to standards and Christian distinctiveness, including the Behaviour Policy and RSHE Policy as a minimum.
- Report to the LGB.