

## Standards and Improvement Committee

### Terms of Reference

#### 1. General Points

- The main focus of the Standards and Improvement Committee (SIC) shall be on raising achievement made by all the Federation's children, including SEN, disadvantaged and more academically able children
- The Standards and Improvement Committee brings together and considers the whole range of issues that have an impact on pupils' learning

#### 2. Membership

The Governing Body shall decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must be passed annually by the Full Governing Body and must be minuted.

1. Where the Executive Headteacher is a governor, they will be a member of the SIC.
2. Where the Executive Headteacher is not a governor, they will have the right to attend meetings of the SIC.
3. The SIC shall elect a Chair from among its number at the first meeting of each academic year. The Chair shall hold office for one academic year, renewable at the discretion of the SIC.

#### 3. The Clerk to the Committee

The Governing Body shall appoint a clerk to the SIC. The clerk may be a governor but may not be the Executive Headteacher of the Federation. The Governing Body shall decide whether or not the clerk shall be a member of the SIC. The Governing Body may, if it chooses, appoint a trained paid clerk or a volunteer as clerk to the SIC.

*(The current clerk to the Standards & Improvement Committee is Mrs Zoe Vassiliou)*

#### 4. Quorum

The quorum for any meeting of the SIC shall be three (3) member Governors. In the event of (a) a meeting being inquorate, or (b) the Executive Headteacher being unable to attend (whether or not the Executive Headteacher is a governor), those present may discuss items on the agenda but no vote(s) shall be taken at the meeting.

Any member of the Governing Body may attend meetings of the SIC and may contribute to discussion, but may not vote on any item put to the committee.

#### 5. Meetings

- The SIC shall meet at least once a term. The clerk must give at least one week's notice of the agenda.
- The clerk will be responsible for calling meetings, preparing the agenda and producing and publishing minutes.

## 6. Functions

The main function of the SIC is to advise and work with the Executive Headteacher, and to inform and advise the full Governing Body, in order to promote the best educational outcomes for all children within the Federation. The SIC's decisions must be led by the priorities identified with the Federation's improvement planning or any Raising Achievement Plan (RAP).

The SIC's functions are:

1. To monitor the operation of the Federation's Safeguarding Procedures and ensure statutory safeguarding measures are in place
2. To monitor standards and the achievement and progress of all children within the Federation
3. To monitor and evaluate each school's priorities for improvement in standards and improving learning
4. To advise the Governing Body on pupil achievement and other matters relating to the Federation's curriculum, including statutory requirements and the Federation's Curriculum Policy
5. To review each school's performance in line with local and national standards and benchmarks
6. To review the overall effectiveness of each school's Performance Management Policy in raising pupil achievement
7. To consider School Improvement Record (SIR) reports from the local authority, and any other outside reports on the performance of each or either school
8. To review and, where appropriate, approve all policies relating to Curriculum and Learning and to Equalities, as may be delegated by the Governing Body
9. To monitor the extent to which the learning needs of different groups of children are met or are improving, including children entitled to Free School Meals (FSM) and SEN children
10. To review the impact of all targeted funding, such as Pupil Premium, intended to improve pupil achievement
11. To monitor attendance data, review any requests for absence referred to it, and consider and assess each school's procedures for improving and maintaining attendance
12. To ensure that agreed procedures are in place for educational visits, including the appointment of a named co-ordinator
13. To ensure the reputation of the Federation is maintained in the local and wider community
14. To promote a close working relationship with parents, including the effective use of appropriate forms of communication
15. To administer a biennial parent questionnaire and advise the Governing Body of its implications for school improvement or any other matter
16. To monitor the Federation website to ensure it is kept up to date and that it complies with statutory requirements
17. To review the work of the Governing Body on a regular basis, to ensure its efficiency in meeting its statutory obligations
18. Any other roles or duties as the SIC or the Governing Body may from time to time decide to entrust to it.