

St Chad's Achievement Committee

Terms of Reference

Constitution

The Board of Trustees (the **Trust Board**) of St Chad's Academy Trust (the **Academy Trust**) has established a committee of the Trust Board to be known as the Operations Committee (the **Committee**).

The Committee will report to the Trust Board.

As per the Articles of Association, the Trust Board shall review the Terms of Reference, constitution, and membership of all Committees at least annually. In line with the appointment of the Chair of the Board, the Chair of the Committee shall be appointed on an annual basis at the first meeting of the academic period. The appointment in line with general governance practice should be nominated and seconded by the Committee and ratified by the Trust Board; all decisions will be recorded in the minutes.

Aims and responsibilities.

- (i) To maintain effective oversight of the Academy Trust's Academy Improvement Strategy, including the Raising Achievement Board.
- (ii) To review strategies, interventions, procedures and policies for all aspects of school improvement across the Trust.
- (iii) To report findings termly and annually to the Trust Board including but not limited to data, Ofsted outcomes, Raising Achievement Board, Quality learning Circles and Improvement Adviser reviews.
- (vii) To inform on changes in educational policy and implementation, embedding in established practice and the impact on the Trust.
- (viii) To receive and consider reports on Academy Trust progress and attainment
- (ix) To report to the Director of Finance and Director of Operations any actions/ points raised within the meeting which need to be considered as an agenda item at the Finance, Risk and Audit Committee or Operations Committee.

Membership

- (i) The Committee will be appointed by the Trust Board and, including the CEO of the Academy Trust, will comprise no more than five and no fewer than three members. A majority of the Committee will be Trustees.
- (ii) The Trust Board will appoint one of the members of the Committee as its Chair (the **Chair**); the Chair of the Committee will not be the Chair of the Board.
- (iii) The Director of Learning should provide information and participate in discussions.
- (iv) A Clerk to the Committee will be appointed.

Voting

The quorum for each meeting shall be one half of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. On an equality of vote the Chair will have a casting vote.

Meetings

- (i) The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.
- (ii) Meetings can be requested by the external or internal auditors if they consider one necessary.
- (iii) Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than five working days prior to the date of the meeting.

Authority

- (i) The Committee is authorised by the Trust Board to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- (ii) The Committee is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.
- (iii) The Committee is authorised to request any information it requires from any relevant assurance provider (i.e., Legal, auditors, ACAS, Unions, NGA).
- (iv) The Committee is authorised by the Trust Board to obtain independent legal or other professional advice (normally in consultation with the Accounting Officer and/or the Trust Board) and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it is considered necessary.
- (v) The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

Duties

- (i) Recommending to the Trust Board for approval the educational targets of the Academies
- (ii) Monitoring and evaluating termly performance of the Academies using the Raising Achievement Board documentation
- (iii) Monitoring and evaluating the overall effectiveness and efficiency of leadership and management at the Academies.
- (iv) Monitoring and evaluating the overall effectiveness and efficiency of the Trust Improvement Advisers
- (v) Monitoring and evaluating the overall effectiveness and efficiency of the Quality Learning Circles.
- (vi) Monitor and evaluate the impact of Pupil Premium funding on children's learning outcomes and

wellbeing to ensure the best possible outcomes for pupils.

- (vii) Receiving reports on the overall Performance Management outcomes for each academy making any appropriate recommendations to the Trust Board.
- (viii) Supporting and challenging the self-evaluation process including successes and areas for improvement with particular regard to outcomes and success criteria.
- (ix) Considering the aims and priorities for raising standards of achievement in each of the Academies' school development plans.
- (x) Monitoring and evaluating the impact of spending e.g., Catch-up, sports premium or any government funding.
- (xi) Reviewing pupil attendance, exclusions, and relevant disciplinary matters relating to each Academy in liaison with the Director of Operations
- (xii) Trustees reserve the right, where appropriate, to review and act upon any concerns in relation to other matters, including but not restricted to:
 - SEND
 - Safeguarding
 - Publication of statutory requirements
 - Policies
 - SMSC (Spiritual, Moral, Social & Cultural Development)
 - Pupil Behaviour
 - CPD (Continuing Professional Development) for staff

Promoting partnership working between parents / carers and the Academies to promote high standards of attendance, behaviour and learning by pupils.

Ensuring that feedback is used to support the development of best practice and to promote the quality of the overall pupil experience.

Drawing any significant recommendations and matters of concern to the attention of the Trust Board.

The Board shall review these terms of reference at least every 2 years; next review scheduled for Oct 2024.