



## **Terms of Reference for Coaley C of E Academy Ethos and Standards Committee**



**Review Date: Oct 21**

**Next Review Date: Nov 22**

### **Purpose**

The purpose of the Ethos and Standards (E&S) committee is to maintain strong oversight of the educational standards and the Christian ethos within Coaley Academy.

### **Membership**

The E&S Committee will be appointed by the Local Governing Board (LGB). The minimum number of Local Governors appointed to the committee shall be three so that there are enough members to hold a majority when voting on matters.

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. Membership shall include the Foundation Governor, plus Head Teacher.

Only full members of the committee who have been approved by the LGB will have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the LGB, who are able to provide advice on matters relating to financial planning or monitoring.

Associate members may be members of the E&S Committee, but will not have any voting rights – appointments and terms of office should be recorded in the minutes of the meeting.

### **Quorum**

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.

### **Chair**

To be appointed annually by the LGB at its first meeting in the Autumn term from membership of the E&S committee, to continue in office until the first meeting of the LGB in the following Autumn term. A Local Governor is permitted to stand as Chair of the committee at the end of their term of office.

### **Clerking**

The Clerk to the LGB shall also act as the Clerk for the E&S Committee. The clerk to the Governors 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.

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.

## **Term of Office**

The committee will be appointed annually by the LGB and 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.

## **Voting and Confidentiality**

The Committee has delegated powers to make appropriate decisions on behalf of, and without referral to the LGB, except where the subject requires LGB consideration by law or in accordance with the Academy's established Scheme of Delegation.

All Governors have voting rights. 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.

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.

Associate Members shall have limited voting rights: they cannot vote on any decision concerning the budget or financial commitments of the LGB and may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil.

The proceedings of the Committee shall be confidential, and this shall be respected by all Governors.

## **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 immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year. Meeting dates will take account of the established school routine for pupil assessment to be able to discuss up to date assessment outcomes.

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.

Confidential minutes will only be shared with Local Governors who were present at the meeting where the confidential item was discussed.

A register of attendance shall be kept for each meeting and will be published on the academy's website on an annual basis.

## **Reporting**

The committee will report to the LGB at each full meeting. This report will be presented by the Chair of the Committee.

## **Committee Responsibilities**

### **Ethos Objectives**

- To develop, review and adopt policies in relation to Ethos in accordance with the Scheme of Delegation.
- To celebrate, foster and develop the Christian ethos, vision and values of the school and Diocese, including provision of religious education, action plans in respect of SIAMS inspections and monitoring the Academy's response to the Diocesan LIFE vision.
- To nurture the links between the church, school and wider community and continue to make links between local, national, and international communities.
- To monitor the provision of collective worship in school.
- To ensure that the school's Ethos is considered when making key strategic decisions.
- Ensuring pupils' spiritual, moral, social and cultural development is nurtured throughout the Academy.

### **Standards Objectives**

- To monitor and evaluate:
  - Rates of progress and standards of achievement of pupils, including specific groups
  - Progress made against the RAP.
  - The impact of the quality of teaching on pupil progress and the standards of achievement.
  - The impact of intervention programmes that are intended to address the progress of pupils in specific groups including SEND, EAL, Looked After Children, FSM and Gender.
  - The impact of Pupil Premium spending.
  - Action plans in respect of OFSTED inspections
- Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
- Analysing performance trends that might be present within the Academy and compare these with national trends.
- Identifying areas of concern regarding performance and standards within the Academy and implementing action plans with the consultation of the board where necessary.
- Understanding the targets that have been set within the Academy and challenging underperformance within the Academy against these targets.
- Ensuring that the Academy's curriculum is balanced, broadly based and effective.
- Ensuring that there are effective procedures in place within the Academy regarding pupil support, attendance and discipline.
- Remaining informed on the attendance rates within the Academy 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 Academy, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
- To develop, review and adopt policies in relation to Standards in accordance with the Scheme of Delegation.
- To monitor the effectiveness of the school's leadership and management, including ensuring that appropriate Performance Management targets are set for the Head teacher and that these target areas identified as requiring further development in the RAP.
- To take a role as the school moves from short-term RAPS towards longer term strategic planning and to work with the Head teacher and DGAT Head of School Improvement in developing and monitoring such a plan.
- To provide a regular report to the LGB on matters discussed by the Committee.

## **Coaley C of E Academy Scheme of Delegation - Ethos and Mission Statement**

*"Our vision is to be a school rooted in Christian Values lived out daily through our six core values (Courage, Respect, Compassion, Forgiveness, Humility, Truth). A school that values every unique member of its community as a valued child of God. A school family that enriches, celebrates and encourages all children of faith and none to be the best that they can be. Coaley C of E Primary Academy is committed to strive for educational excellence and to the spiritual, moral, physical and cultural development of every pupil. We will strengthen our valued, special and historic link with St. Bartholomew's Church and our significance within our village and the community beyond. We aim to foster an education that encourages delight, wonder and joy in learning through life in all its fullness (John 10:10).*