

# **WHP Achievement and Standards Committee: Terms of Reference, 2015-16**

## **1. Constitution**

- 1.1 The Board of Directors of The White Hills Park Federation Trust ('the Board') has established a subcommittee known as the Achievement and Standards Committee ('the Committee'). The Committee consists of Directors/Trustees and selected School Staff.
- 1.2 The purpose of the Committee is to assist and make recommendations to the Board; it has oversight of the curriculum and of all matters associated with teaching and learning - including reviewing the Federation's schools comparative academic performance. Its role is to advise and guide on such matters but also to learn as much as possible about the curricular, teaching and learning aspects of the School so that relevant decisions of the Board are made on the basis of sound knowledge.

## **2. Membership**

- 2.1 Membership - A Chair and Deputy Chair proposed by the Chair of the Board and approved by the Board, plus at least three other Directors, the Chair of the Board, Executive Headteacher, Head of Schools/College, Federation Assistant Headteachers responsible for Data and Performance, Development of Teaching and Learning, Transition and Partnership; and the key leadership staff responsible for Pupil Premium and Gifted and Talented.
- 2.2 Voting members - All Directors on the Achievement and Standards Committee.
- 2.3 Non-voting members - All other members who are not Directors.
- 2.4 Temporary - any individual who the Committee feels should be co-opted onto the committee for a specified time/project.

## **3. Quorum**

- 3.1 The quorum necessary for the transaction of business is four (non- staff) Directors. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable.

## **4. Frequency of Meetings**

- 4.1 Meetings - at least once per term and four each academic year. There is no maximum to the number of meetings.
- 4.2 Subcommittees - The Committee may delegate individual issues to a subcommittee of the Committee but such a subcommittee may only forward proposals to the Committee for approval.

## **5. Notice of Meetings**

- 5.1 Meetings of the Committee are summoned by the Clerk of the Committee at the request of the Chair of the Committee
- 5.2 Unless otherwise agreed, Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend no fewer than five days prior to the date of the meeting.

## **6. Minutes of Meetings**

- 6.1 The Clerk shall minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance.
- 6.2 The Clerk shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.
- 6.3 Minutes of the Committee meetings shall be circulated promptly to the Chair and, once approved, to all members of the Committee.
- 6.4 A summary of the Committee meetings shall be circulated to all members of the Board.

## **7. Responsibilities**

To

- 7.1 review the examination results, academic performance and School inspections of the schools in the Federation:
- 7.2 assess the Federation's overall student achievements and standards;
- 7.3 oversee and monitor and receive and discuss reports from the Federation of the Federation's i) teaching and learning and ii) teacher learning and development and iii) performance management policies and their effects
- 7.4 consider and discuss appropriate changes in teaching, learning and staff development, out of a) and b);
- 7.5 discuss the performance of any department with the Executive Headteacher, Heads of School/College and other members of Senior Leadership Team, including seeking advice as appropriate.
- 7.6 provide a regular forum to discuss matters of educational policy, curriculum, staff development and academic standards that the Committee, the Executive Headteacher, Heads of Schools/College and the Senior Leadership Team may wish to bring to the Committee's attention for report, discussion and decision.
- 7.7 work with the Executive Headteacher, in the preparation of any papers which are needed to support a significant change in educational policy for the Federation
- 7.8 consider educational, political and social influences that might have an impact on both recruitment and retention of pupils at the School.
- 7.9 Whenever there is an inspection of a Federation School, to provide any appropriate support and advice prior to the inspection and be involved, as directed by the Chair of Directors, in the response to the recommendations made in the report.

7.10 provide a termly oral report and a written annual report to the Board on the above.

## **8. Authority**

The Committee is authorised by the Board to:

- 8.1 Investigate any activity within its terms of reference.
- 8.2 Seek any information that it requires from any employee of the Federation and all employees are directed to cooperate with any request made by the Committee.
- 8.3 Obtain legal or other professional advice as required, including from outside the School. Such advisors may attend meetings as necessary.

Approved by Achievements and Standards Committee on: (date)

Signed: .....  
Chair of Achievement and Standards Committee

Approved by Board of Directors on: (date)

Signed: .....  
Chair of Board of Directors