Terms of Reference for the Standards and Provision Committee of the Board of Directors of Christ the King Catholic Collegiate

Terms used

Committee - Board Standards and Provision Committee,
Board – Board of Directors of Christ the King Catholic Collegiate,
CtKCC – Christ the King Catholic Collegiate,
LGB- Local Governing Body
AO – Accounting Officer
CEO- Chief Executive Officer
CFO- Chief Financial Officer
A&R- Audit and Risk
F&R- Finance and Resources
S&P- Standards and Provision
HTB- Headteacher Board
CSI- Catholic Schools Inspection Framework

Constitution

The Board hereby resolves to establish a Committee of the Board to be known as the Standards and Provision Committee ("the Committee"). The Committee will act as an advisory body to the Board of Directors ("the Board").

Membership and Attendance

The Board shall determine and review annually the establishment, constitution, terms of reference and membership of the Committee.

The Committee will appoint a Director as Chair of the Committee. The Chair and Vice Chair shall be elected by the Committee at their first meeting in each academic year.

The Committee shall consist of a minimum of 3 members. The CEO shall be an associate member of this Committee. The membership may include other non-Directors provided that the majority of members of the Committee shall be Directors.

The Committee may invite CtKCC professionals to advise and/or be held to account.

No business can be conducted unless a quorum is present. A quorum will have Foundation Directors in the majority.

Minutes from meetings of the Committee shall be circulated to Board members. The Committee shall meet at least termly or more often, as required, to meet the financial monitoring requirements of the Terms of Reference.

The CEO or a nominated substitute should be present.

The Committee shall appoint a clerk. Each member shall be given notice in writing of a meeting together with a copy of the agenda at least seven clear days before the date thereof.

The Headteachers or their nominated representatives will be invited to attend all meetings.

Purpose

To assist the Board:

- by providing a sharply focused oversight of the schools' core business of curriculum, teaching,

learning and assessment *and*

- by providing a clear understanding of the direct impact of the quality of provision on pupils' learning, formation, attainment and progress that is shared by all Directors.
- in determining a strong policy, monitoring, evaluation and reporting framework with respect to provision, performance and standards to enable the schools to meet the learning needs of all pupils, so pupils make at least good progress across the subjects of the curriculum.
- To enable the schools to be accountable for their performance and standards, by holding the Headteachers and other senior leaders to account for:
- the quality of teaching, achievement and pupil behaviour and safety, *and*
- for the provision and type of curricular experience and teaching and learning strategies that have greatest impact on pupils' enjoyment in learning, their attainment in relation to national expectations, and rates of progress.

To assist the Board to fulfil their primary mission of:

- providing an environment in which pupils are enabled to build and deepen their relationship with God
- supporting the formation of the whole child, using the virtues from the Catholic Pupil Profile, as a means of making explicit our purpose and intention.

To make recommendations to the Board of Directors and to other Committees as necessary and appropriate.

The Board delegates the approval of appropriate policies related to pupil progress and standards to the committee. The allocation of policies to the Committee will be reviewed annually by the Board.

Major issues will be referred to the Board for ratification.

Duties

Key area: Quality of Provision

1. To discharge the Directors' responsibilities for ensuring that each schools' curriculum is compliant with the National Curriculum and meets the needs of the pupils in each school and thereby across CtKCC, with due attention to reading, writing and mathematics.

2. To discharge the Directors' responsibilities for ensuring the provision of spiritual, moral, social and cultural education reflects the teachings of Christ and His Church, the values of the Gospel, and the schools' Catholic character, for example:
    a. Relationships and Sex Education is in accordance with the Directors' policy;
    b. There is appropriate provision for personal, social and health (including drugs) education; sport; the arts and curriculum enrichment activities.

3. To discharge the Directors' responsibilities, as delegated by the Board, with respect to adopting, implementing, monitoring, evaluating and reviewing the schools' policies for:
    a. Teaching and learning, so that all teaching in the schools consistently meets the Ofsted/CSI criteria of good or outstanding
    b. Assessment, so that assessment promotes good learning and progress;
    c. Children with SEND, so their needs are met in accordance with the SEND Code of Practice;
    d. Inclusion; looked after pupils; equality matters, e.g. racism; gender; etc.;
    e. Pupil behaviour and discipline,
    f. Pupil attendance and punctuality

g. School visits; *and*
h. Addressing any queries, concerns or complaints arising.

4. To discharge the Directors' responsibilities for ensuring appropriate provision for Early Years or Sixth Form pupils as applicable.

5. To arrange appropriate Director training to ensure Directors (and Governors) know and understand:

   a. Their powers, duties, roles and responsibilities in relation to the provision of a broad, balanced curriculum and quality teaching that meets the needs of all pupils;

   b. Any other matter related to provision identified through an audit of the Board of Directors' knowledge, skills and experience or at the request of Directors.

Key area: Performance and Standards

1. To discharge the Directors' responsibilities for ensuring they monitor each schools' effectiveness and hold the Headteachers and other Senior Leaders to account for their school's and thereby CtKCC's overall performance and standards.

2. To discharge the Directors' responsibilities with respect to adopting, implementing, monitoring, evaluating and reviewing the schools practices/policies for:

   a. Target setting, and managing and using pupil attainment and progress data so that all pupils make at least good progress;
   b. The use of Pupil Premium funding so that the pupils concerned overcome barriers to learning, including reading, writing and mathematics; *and*
   c. Addressing any queries, concerns and complaints that arise.

3. To discharge the Directors' responsibilities for ensuring that all Directors and Governors understand and use performance data to provide challenge and support to the Headteachers and the schools including but not limited to:

   a. Keeping under review progress towards annual pupil targets;
   b. Reviewing end of year results against annual pupil targets;
   c. Reviewing performance data, e.g. national assessments, examination and test results, league tables, ISDR, ASP, and any other information from the tracking system used in the schools.

4. To engage in dialogue to ensure that Governors act as a 'critical friend' with the Headteacher, senior leaders and subject leaders in the school concerned, regarding pupil attainment, progress and standards in year groups, class groups, and in relation to pupils with specific characteristics, so that Governors knowthe strengths and weaknesses of the school, the priorities for improvement, and the implication for staff development and financing, and report to the Directors' Standards and Provision Committee as required

5. To discharge the Directors' responsibilities for ensuring that the policy for behaviour impacts positively on ' learning, by monitoring:

   a. Behaviour;
   b. Attitudes to learning;
   c. Incidents that suggest a disrespect for the dignity of the human person and intolerance of others;
   d. Exclusions;
   e. Evidence of the development of character, maturity and virtues in pupils .

6. To arrange appropriate Director and LGB training to ensure Directors (and Governors) know and

understand:

a. The use of the ISDR and ASP;
b. How to engage in conversations that support, challenge, and hold the individual Headteachers to account for performance and standards in the school they lead, including the use of Pupil Premium funding and the school's budget.
c. How approach and manage Ofsted and CSI Inspections

7. Any other matter related to performance and standards identified through an audit of the Directors' knowledge, skills and experience.

General

1. To report to the Board at least annually on the Committee has discharged its responsibilities to provide a quality educational experience for all pupils that meets their needs and enables them to learn and grow to be the human persons God calls them to be, in order to benefit the schools and impact on their learning, formation, attainment and progress.
2. To produce, review and evaluate a three-year CtKCC Strategic Plan to ensure that areas identified as needing support are given due focus and that school improvement is at the core of CtKCC.
3. Receive the minutes of the S&P Committees of the LGB's.
4. Receive the S&P section of the Headteachers' Reports.