



STRONGER TOGETHER



Trust Board – Committee Terms of Reference

Committee(s)	Standards and Achievement and Vulnerable Groups	
CEO approval:	Sean Kelly	Date: 11.09.2019
LGB Cluster consultation (where applicable):	TS, BY, GM	Date: 12.09.2019
Committee chairperson	Standards and Achievement Vulnerable Groups	Graham Mansfield Charlotte Malik
Board ratification:	Raleigh Learning Trust Board	Date: 14.11.2019
Last reviewed on:	NA	
Next review due by:	July 2020	

These Terms of Reference

These terms of reference are drafted and maintained by the Trust. The Trustees may make amendments to these terms of reference from time to time, as described by the Trust's Articles of Association. These terms of reference should be read in conjunction with the overarching Terms of Reference 2019. This document can be found on the Trust website or by contacting the Clerk to the Board.

The Trust and committees

The Trust is a charitable company limited by guarantee. It has entered into a Master Funding Agreement with the Department for Education and a Supplemental Funding Agreement in respect of the Academy (together the "funding Agreements"), and so it is the Trust that is ultimately responsible to the Department for Education pursuant to the Funding Agreements.

The Trustees are the charity trustees (within the terms of section 97(1) of the Charities Act 1993) and are responsible for the general management and administration of the Trust in accordance with the provisions set out in the Articles of Association of the Trust.

Each committee shall be a Committee of Trustees established pursuant to the Articles of Association of the Trust. Trustees shall appoint the Chairperson of each committee.

Committee

Membership of the committee shall be determined in accordance with the following provisions:

The total membership shall be not less than three and not more than twelve.

The membership of the committee shall be established as follows:

- A minimum of three Trustees

The attendees of the committee shall be established as follows:

- The CEO or nominated member of the central team
- The Director of Education
- Trust Leads:

Standards & Achievement	Vulnerable Groups
Attendance & Punctuality Lead	Safeguarding & Child Protection Lead
Attitudes to Learning Lead	Attitudes to Learning Lead
	Family Liaison Lead

A committee may continue to act notwithstanding a temporary vacancy in its composition.

Appointment of the Clerk to committee

The Trust shall appoint the Clerk to each committee.

The Clerk shall not be a Trustee.

Notwithstanding this paragraph, the trustees may, where the Clerk fails to attend a meeting, appoint any one of their number or any other person to act as a Clerk for the purpose of that meeting.

Appointment of Committee Chairperson

Trustees shall appoint the Chair of each committee during the summer term from among the Board of Trustees.

Where a suitable Chairperson has not been identified from among the trustee's the CEO shall fulfil the role until such time as a suitable community Trustee can be found.

In the absence of either the CEO or Director of Education as chair, the meeting shall be rearranged by the Clerk.

The Chair should ensure that the meeting runs smoothly. The Chair should remember that the board is a corporate body; all trustees are "equal" and that everyone must be treated with professionalism and respect.

Meetings of the Committee

Each committee shall meet every term and review each Academy in line with the agreed reporting framework.

Locations for committee meetings will rotate equally around the Academy sites. Committees will meet during the fifth week of each term.

The Clerk shall convene all meetings to the committee, who shall send written notice of the meeting and a copy of the agenda to the committee Trustees at least seven clear days in advance of the meeting.

Each committee will usually meet from 4 pm to 6 pm and will follow a standard agenda.

Standard Agenda

1. Preliminaries
2. Minutes
3. Matters arising
4. Academy performance will be reviewed in line with the Trust Data Dashboard for each committee (see below for explanation)
5. Trust Lead Improvement Plan updates

Agenda item 4

Vulnerable Groups Committee

Perpetration for the next stage – the Trust Attitudes to Learning Lead is accountable for refreshing and responding to the dataset.

Site	Transition activity (No.)	Employability programme (No.)	Positive destination (%)	Work Experience (No.)	External partnership (No.)
Westbury					
Woodlands					
Denewood					
Unity					
Ambleside					
Overall					

Safeguarding children – the Trust Safeguarding Lead is accountable for refreshing and responding to the dataset.

Site	Woodlands	Westbury	Denewood	Unity	Ambleside
Number of pupils with a child protection plan in place					
Staff development (% of staff who have up-to-date safeguarding training)					
Number of LAC					
Number of children entitled to receive PPG					

A: All C: Child Protection, S: SEND, L: Looked After, P: Pupil Premium	A	C	S	L	P	A	C	S	L	P	A	C	S	L	P	A	C	S	L	P	A	C	S	L	P
Number of children excluded from school																									
Number of permanent exclusions																									
Average length of exclusion issued																									
Number of pupils excluded more than 10 days in a year																									
% of absence																									
Number of referrals to internal FAP arrangements																									

Standards & Achievement

This section is under development with Principal's and Trust Lead post holders:

1. Mainstream Primary Progress and Attainment Dashboard (school performance measures)
2. Special Academy Progress and Attainment Dashboard (common approach)
3. Alternative Education (Denewood & Unity and commissioned alternative provision)
4. Inclusion – Attendance and Exclusion Dashboard

Dashboard 1 & 2 will be collated by the Trust Data & Assessment Lead.

Dashboard 3 will be collated by Trust Attendance and Trust Attitudes to Learning Leads.

For committee information

The following Dashboards will be monitored by Audit, Finance and Resource Committee:

- Staffing data
- GDPR
- Finance
- Staff Wellbeing and Safety

The following Dashboards will be monitored by the full Board:

- Trust-level KPIs
- Governance
- Full Trust Dashboard

Quorum for Committee Meetings

Committee meetings shall be quorate if three or one-third of Trustees are present (whichever is greater), which must include at least one trustee.

If the number assembled for a meeting does not constitute a quorum, the Trustees shall decide as to whether meeting shall be cancelled. If the Trustees agree to continue, they are able to discuss matters, but cannot vote on how these should be resolved.

If in the course of a meeting of the committee the number present ceases to constitute a quorum, the meeting shall be terminated forthwith.

If for a lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall determine the time and date at which a further meeting shall be held and shall direct the Clerk to convene the meeting accordingly.

Proceedings of Committee Meetings

A majority of votes shall determine every question to be decided at a meeting of the committee. Every Trustee shall have one vote. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.

A Trustee may not vote by proxy.

Any committee member shall be able to participate in meetings by telephone or video conference provided that they have given reasonable notice to the Clerk and that the committee member has access to the appropriate equipment.

Minutes and Publications

At every meeting of the committee the minutes of the last meeting shall be taken as the first agenda item after any apologies and if agreed to be accurate, shall be signed as a true record.

The Clerk to the committee shall ensure that:

1. a copy of the agenda for every meeting of the committee is available,
2. the draft minutes of every meeting (if the Chair and CEO have approved them) to be distributed within 15 days,
3. the minutes will be signed at the following meeting as an accurate record and
4. any reports or other papers considered are made available to the Clerk as soon as practicable, not less than ten days in advance of a meeting.

Delegation of Functions

Subject to these terms of reference, Committee Chairperson shall have delegated powers to act on behalf of the committee in between meetings where urgent action is needed, and there is no time to call a meeting. “urgent” is defined as delay being seriously detrimental to the interests of the Academy or an individual connected with the Academy.

Amendment of Terms of Reference

This document shall be subject to annual review by the committee chairperson, Governor Working Party and CEO.

This document may be modified or replaced by the full Board.

Copies of Terms of Reference

A copy of this document shall be given to every committee member and shall be available for inspection upon request by Trustees of staff during normal office hours at the offices of the Academy and the Trust.

Effective date

These Terms of Reference shall come into effect for the academic year 2019-20.