



Guru Nanak Sikh Multi Academy Trust

**MAT Standards and Curriculum
Committee Terms of Reference
2024 - 2025**

Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

MAT means Multi Academy Trust

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Standards and Curriculum Committee

INTRODUCTION

The Board of Directors must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Board of Directors should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

1. Membership & Quorum

The committee will be appointed by the Board of Directors. The minimum number of the committee will be three, to ensure there are enough members to hold a majority when voting.

Only full members of the committee who have been approved by the Board of Directors have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the Board of Directors, to advise the committee.

The quorum for the Committee shall be 3 Directors

2. Term of Office

The committee will be appointed annually by the Board of Directors and shall hold office from the date of their appointment until either their resignation, or their omission from membership of the committee on subsequent consideration by the Board of Directors – whichever occurs first.

3. Meetings

- 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 governance professional shall specify at the request of any member of the Committee. If there is a need, the committee will convene additional meetings as necessary to fulfil its responsibilities.
- The chair of the committee or any three committee members may, by giving notice in writing to the governance professional, call unscheduled meetings as long as appropriate notice of at least seven days is given to other members of the committee. A shorter notice may be given where the chair of the committee decides a particular matter requires addressing immediately.
- The termly meeting cycle for the next academic year shall be set in the final summer term meeting of the preceding academic year. These will be aligned with the efficient consideration of any standards/curriculum reports.
- The governance professional to the committee will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered, no fewer than seven working days prior to the meeting.

- Members will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.
- The governance professional will take minutes of the meeting. This 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 governance professional will distribute the minutes to the Board of Directors.
- The committee may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees will not be entitled to vote on any matters.
- 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.
- A register of attendance shall be kept for each meeting and will be published on the trust's website on an annual basis.

4. Duties of the Standard and Curriculum Committee:

To consider all detailed matters relating to pupils' education and social well-being.

To monitor the activities relating to the assessment, statementing and review of children with special educational needs.

To ensure that those responsibilities laid down under relevant Education Acts relating to the Conduct of the Free School and Curriculum are being met.

To monitor and assist in the administration of the following:

- special needs in relation to education and welfare;
- the relationship and sex education policy;
- educational visits;
- the equality policy;
- school meals;
- pupil disciplinary matters;
- school uniform;
- religious education and collective worship;
- overall school organisation

5. Terms of Reference

The committee is authorised to carry out the following duties:

- To ensure the school is providing a broad and balanced curriculum that:
 - enables pupils to perform to expectations or above in standardised tests and examinations (this includes receiving regular reports on Standards and Achievement).
 - provides an all-round education that enables pupils to contribute to society

- To review when appropriate and make recommendations to the Board of directors on:
 - the schools' curriculum statement;
 - the provision for religious education and collective worship;
 - the equality policy;
 - the assessment arrangements for pupils at the end of each key stage;
 - reporting arrangements to parents.
- To consult with the Principal, staff, parents, the community and relevant bodies, as appropriate, in order to maintain an oversight in, and review of, the above.
- To review and agree policy documents which cover the delivery of the curriculum and the approaches adopted to teaching and learning within the school.
- To review and agree sections of the School Development Plan that relate to the curriculum.
- To deal with any matters that may be referred to the committee by the full Board of Directors

6. Reporting Procedures

- The Governance Professional to the Board of Directors will keep full minutes of the meetings and will include them in the papers for Board of Directors meetings.
- The Committee Chair will give verbal reports on the committee's work at Board of Directors meetings.

Updated	Next Review	Reviewed by	GB/Committee Ratification
June 2023	June 2024	AP - Operations	23.09.2023
Sept 2024	Sept 2025	AP - Operations	12.10.2024