

PENLEE ACADEMY TRUST

LGB – STANDARDS AND STAFFING

TERMS OF REFERENCE

Membership:	<p>To consist of no fewer than three Governors including the Chair and Vice-Chair of Governors and relevant members of the school leadership team, specifically the Head.</p> <p>The committee may allow additional non-voting members to attend meetings. Where particular items of business are to be considered, it could be deemed beneficial to draw on the expertise of individuals other than those on the committee (e.g. MAT CEO, MAT Business Manager, External HR providers, Deputy Headteachers).</p>
Chair:	The committee should elect its own Chair.
Quorum:	The quorum for a meeting of the committee shall be not less than three of the members with voting rights.
Clerk:	<p>A Clerk to the Governors will be appointed.</p> <p>In the absence of the Clerk meetings may be clerked by any person nominated by the Academy.</p>
Overall Purpose of the Committee:	<p>The overall purpose of the committee is to:</p> <ul style="list-style-type: none">• evaluate the impact on the attainment and progress of pupils, including by groups of pupils;• ensure sound management and development of the Academy staff. <p>In carrying out all its responsibilities the committee must act:</p> <ul style="list-style-type: none">• in accordance with statutory requirements;• in accordance with any general principles set by the Trust.
Terms of Reference:	A: STANDARDS
	<ol style="list-style-type: none">1. To consider, develop and recommend a Curriculum Policy to the Trust Standards and Staffing Committee for approval.2. To make recommendations to the Resources and Premises Committee on resources needed to meet the needs of the whole curriculum, and the sustainability of non-statutory elements.

	<ol style="list-style-type: none"> 3. To implement and monitor the Curriculum Policy once approved by the Trust. 4. To receive regular reports from the Head and/or Senior Leadership Team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximize outcomes for pupils. 5. To be responsible for the education of all individual pupils within the Academy, including ensuring requirements for those with special needs are met. 6. To review policy and provision for sex education, and other parts of the curriculum as required by statute, and make recommendations to the LGB as appropriate. 7. To review the policy and provision for Collective Worship and for Religious Education in line with the Academy's basic curriculum and make recommendations to the LGB. 8. To monitor and prohibit political indoctrination and ensure the balanced treatment of political issues. 9. To propose annual targets to the LGB and to monitor standards of pupil achievement. 10. To ensure that the Academy meets for 380 sessions in a school year.
	B: STAFFING
	<ol style="list-style-type: none"> 11. To approve arrangements for the appointment of Deputy Headteachers through selection panels. 12. To ensure all Teachers and Academy non-teaching staff appointments comply with the Trust's policies and statutory requirements. 13. To consider requests for pay discretions and make recommendations to the LGB. 14. To review and make recommendations to the LGB on the Pay and Performance Management Policy for all teaching and non-teaching staff including staff appraisals. 15. Following approval by the LGB, to implement the Pay and Performance Management Policy ensuring all staff receive appropriate training and information. 16. To review the staffing structure at least annually in relation to the curriculum, administrative and statutory requirements and the delegated budget, liaising as

	necessary with the Resources and Premises Committee.
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Agreed by Trust Board 17th March 2016

Next Review September 2016