

## **Terms of reference for Genesis Education Trust Board Standards Committee**

The board of trustees (the Trust Board) of Genesis Education Trust (the Academy Trust) has established a committee of the Trust Board to be known as the educational, standards and performance committee (the committee). These are its terms of reference.

### **Membership**

The committee will be appointed by the Trustees of the Board and will comprise no more than five and no fewer than three members, a majority of who will be Trustees.

The Trustees of the Board will appoint one of the members of the committee as its chair (the **Chair**). The Committee will elect a Clerk to the Committee.

### **Attendance**

The Committee may ask the Chief Executive Officer and any other senior executive to attend meetings of the Committee either regularly or by invitation, in order to provide information.

### **Voting**

The quorum for each meeting shall be 50% of the numbers of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

### **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 Clerk shall specify at the request of any member of the Committee. Information and documentation will be added to the drive 7 days before the meeting.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven working days prior to the date of the meeting.

### **Minutes**

The clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within fourteen working days of the meeting.

### **Authority**

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of any person at any committee meeting with relevant experience and expertise if it considers this necessary.

## Duties

The duties of Committee shall be:

- To ensure that the highest possible standards are set and maintained across the Academy Trust
- To receive a termly report from the Executive Team regarding standards and performance of the Academy Trust against key performance indicators
- To identify any areas of concern in respect of standards and performance and to implement an action plan with the Executive Team
- To ensure that the Academy Trust's curriculum is balanced and broadly based
- To scrutinise and review Academy Trust policies for recommendation to the Trust Board
- To ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy Trust
- To support the Chief Executive Officer in the creation, implementation and monitoring of the Academy Trust's self-evaluation development plan and any post-Ofsted action plan
- To provide advice to the Trust Board with respect to targets for student achievement across the Academy Trust
- To ensure that effective arrangements are in place across the Academy Trust for pupil support and representation, for monitoring pupil attendance and for pupil discipline
- To review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness. A review will take place at the final meeting of each academic year.