



# The Priory Federation Of Academies Trust

Priory House, Cross O' Cliff Hill, Lincoln, Lincolnshire, England LN5 8PW  
T: 01522 889977 E: [generalenquiries@prioryfederation.co.uk](mailto:generalenquiries@prioryfederation.co.uk) W: [www.prioryfederation.co.uk](http://www.prioryfederation.co.uk)  
Registered Company No: 6462935. Charity Commission No: 1123904.

## **EDUCATION AND STANDARDS COMMITTEE** **TERMS OF REFERENCE**

### **Introduction**

The Education & Standards Committee is a committee of the Federation established under the terms of Clauses 88 to 90 of the Articles of Association of September 2010.

### **Purpose of the Committee**

1. To review and evaluate teaching and learning; pupil achievement and standards; and the implementation of Every Child Matters.
2. To keep under review the curriculum for the academies and to make recommendations to the Trustees where necessary to ensure that the requirements of the National Curriculum and relevant legislation are met.
3. To ensure that sufficient lesson time is provided for pupils to cover the National Curriculum and to recommend to the Trust any changes required.
4. To consider and recommend the draft School Development Plan to the Trustees for approval.
5. To keep under review the school's self-evaluation process, and detail of the completed self-evaluation form (SEF).
6. To maintain and review a sex education policy, including recommendations where necessary about content and delivery.
7. To consider and make recommendations to the Trust on the adoption of policies on specific subjects or aspects of the curriculum.
8. To determine such targets as the school is required to set (where the Trust has chosen to delegate this responsibility).
9. To receive reports on the monitoring of the performance of pupils and to submit reports and recommendations to the Trust as necessary.
10. To carry out the Trust's responsibilities for the provision of assessment and other curriculum-related statistics and information.
11. To ensure that the school's curriculum is compatible with the principles of equal opportunity.
12. To deal with any other curriculum matters as may be referred by the Trust.



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## Membership and Operation

1. The Committee shall consist of a minimum of three Trustees appointed by the Trust. The Trust may appoint additional Trustees to increase the size of the Committee's membership. Membership of the Committee may also include additional persons who are not Trustees to add to the skills and expertise available. Such additional members (ie non-Trustees) will not be entitled to vote.
2. The quorum shall be two Trustees appointed by the Trust. The quorum is the minimum number of members of the Committee necessary to conduct the business of the Committee.
3. The Committee shall be served by a Federation Minutes Secretary.
4. The Chair will be appointed by the full Trust.
5. The Committee may appoint a Vice/Deputy Chair if it so wishes.
6. In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
7. The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility include matters relative to the Detailed Responsibilities of the Committee listed below, shall be expected to attend meetings of the Committee.
8. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Minutes Secretary.
9. The Committee shall undertake an annual review of these terms of reference, and recommend any changes needed to the Trust for approval.

## Detailed Responsibilities

The Committee is also tasked with the following matters of detail:

- a. To set and publish targets for pupil achievement.
- b. To draft an Academy Action Plan following Ofsted inspection and distribute copies to parents.
- c. To monitor the recording of racist incidents, to make recommendations to the Trust and to submit a report each year on such incidents to the autumn term meeting of the Trust



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- d. To ensure the promotion of healthy lifestyles including healthy eating, consumption of water and appropriate education and information on health-related issues.
- e. To ensure that there are effective and enforceable policies on child protection, bullying and racial issues and that all pupils have confidence that these issues will be dealt with in an appropriate manner.
- f. To prohibit political indoctrination and ensure the balanced treatment of political issues.
- g. To ensure that as far as possible school is a place of positive experience and enjoyment for pupils.
- h. To ensure that regard is paid to pupils' spiritual, moral, social, emotional and cultural development.
- i. To ensure a provision of RE in line with the curriculum.
- j. To ensure that each Academy provides a daily act of collective worship.
- k. To draw up a charging and remissions policy for activities.
- l. To ensure that pupils develop their understanding of their rights and responsibilities and have appropriate opportunities to make a positive contribution to the local community.
- m. To ensure pupils have opportunities to help them achieve future economic wellbeing, understand career options and acquire workplace skills.
- n. To consider curriculum issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Trust.
- o. To ensure effective provision for students with Special Educational Needs (SEN).
- p. Monitor and review curriculum-related policies.

## Meetings

Committee meetings will be held on an as required basis but at least once a term.

The Minutes Secretary will make a record of all proceedings at each meeting. Minutes will be circulated to members within 14 days of the meeting, and presented with the agenda for the next Full Trust meeting.



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The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act.

The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Trustees.

## Delegated Functions

Subject to the detailed requirements of the Federation's Scheme of Delegated Authority, the Committee:

- (a) has the authority of the Trust to investigate any activity within its Terms of Reference; and
- (b) may be requested to investigate anything by the Trust within the Committee's Terms of Reference.

The Committee may obtain independent professional advice in accordance with the Trust's procedures.