

## **The Bay Learning Trust**

### **Terms of Reference for the Quality and Standards Committee**

#### **Responsibilities**

The Bay Learning Trust is a charitable company limited by guarantee.

The Directors are responsible for the general control and management of the administration of the Company in accordance with the provisions set out in the Articles of the Company.

‘Quality and Standards’ shall be a Committee of the Directors established pursuant to articles 100 - 106 of the Articles of the Company.

Legal responsibility lies with the Company. It is governed by the Directors, who rely on advice and support from the Committee, particularly in relation to the specific matters delegated under these Trust’s Scheme of Delegation.

Subject to provisions of these Terms of Reference, the Companies Act 2006, the Articles and to any directions given by special resolution of the Directors, the business of the Company shall be managed by the Directors who may exercise all the powers of the Company.

The Directors delegate to the Committee the specific following duties:

1. To ensure that the Local Governing Bodies undertake appropriate and effective scrutiny of the performance of each Academy.
2. To undertake appropriate and effective scrutiny of the performance of Academies where that function is not delegated to the Local Governing Body.
3. To undertake scrutiny of performance across the Trust’s academies and in particular the progress and attainment of groups of pupils.
4. To review, recommend on and report on trust-wide school improvement priorities and to scrutinise impact.
5. To recommend on, and scrutinise the use of, powers of intervention in any Academy
6. To make appropriate comments and recommendations on such matters to the Board.
7. To undertake oversight of the School-Centered Initial Teacher Training (SCITT).

**The appointment of the Chairperson will be delegated by the Directors to the members of this Committee.**

Membership of the Committee will be reviewed on an annual basis and will consist of a minimum of 3 Directors.

A quorum shall consist of 3 Directors.

The Academy Trust shall appoint the Clerk to the committee. If the Clerk fails to attend, members of the committee may appoint one of their number to act as Clerk for the meeting.

The Clerk will ensure:

- a minimum of 7 clear days notice of a meeting is given in writing to each committee member along with the agenda
- the minutes and decisions of the committee are recorded and made available for inclusion in the agenda papers of the next meeting of the committee and the Trust Board meeting

The Committee shall meet at least once every term or more frequently as required to carry out its functions. The Chairperson of the Committee shall have the power to call additional meetings

The Committee is authorised to make decisions on behalf of the Academy Trust only in respect of those powers specifically delegated within the Terms of Reference or by resolution at a meeting of the Trust Board.

The Chair of the Committee will be responsible for giving an oral summary of the Committee's deliberations if necessary at meetings of the whole Board.

The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of staff who are not governors.

Any Director may attend meetings of committees.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of the Committee, will take appropriate action on behalf of the Committee.

The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Committee and Board.

## **Minutes and Publication**

At every meeting of the Committee the minutes of the last meeting shall be taken as the first agenda item after any apologies, except in cases where the Committee Members present decide otherwise, and, if agreed to be accurate, shall be signed as a true record. At each meeting, Directors will be asked to declare any additional interests.

The Clerk to the Committee shall ensure that a copy of the agenda for every meeting of the Committee, the draft minutes of every such meeting (if they have been approved by the chairman of that meeting), the signed minutes of every such meeting and any report, document or other paper considered at any such meeting are, as soon as is reasonably practicable, are made available to the Company Secretary.