**Terms of reference for the Local Governing Board Standards and Ethos Committee (Community schools)**

**Purpose**

The purpose of the committee is to maintain strong oversight of the educational standards and the vision and ethos within the school.

**Membership and quorum**

The Standards and Ethos Committee will be appointed by the Local Governing Board (LGB). The minimum number of Local Governors appointed to the committee should be three so that there are enough members to hold a majority when voting on matters.

The Clerk to the governing board should also act as the Clerk for the committee.

The committee shall appoint a Chair from the committee membership.

Membership will be decided based on the LGB’s skills audit – the local governors with the required skills and knowledge will be appointed to the committee.

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

Associate members may be members of the Standards and Ethos Committee but will not have any voting rights – appointments and terms of office should be recorded in the minutes of a LGB meeting.

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

One Trustee shall be entitled to attend any meetings of the LGB. The Trustee shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB. The presence of a Trustee will constitute one vote in any such matters.

**Term of office**

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

The Chair of the committee will be appointed annually. A local governor is permitted to stand as Chair of the committee at the end of their term of office.

**Meetings**

The committee will meet as often as is necessary to fulfil its responsibilities, but at least once per term.

The Chair of the committee or any three committee members may, by giving notice in writing to the Clerk, call unscheduled meetings as long as appropriate notice of at least seven working days is given to the other members of the committee. A shorter notice period may be given where the Chair of the committee decides a particular financial issue needs addressing immediately.

The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.

The Clerk to the committee (who acts as the Clerk to the governing board) will circulate an agenda, copies of minutes of the previous meeting and any papers to be considered no fewer than seven working days prior to the meeting.

Members will withdraw from the full meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.

The Clerk will take minutes of the meeting. These 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 Clerk will distribute the minutes to the LGB.

Confidential minutes will only be shared with local governors who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. 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 school’s website on an annual basis.

**Committee responsibilities**

* Ensuring the Christian ethos of the Trust is reflected within the school’s vision and values.
* Monitoring the vision and ethos of the school and the impact of this on the school community.
* Monitoring the provision of collective worship and the impact of this.
* Ensuring pupils’  moral, social and cultural development is nurtured throughout the school.
* Monitoring and promoting the links between the school and the local community and the impact of community relationships.
* Monitoring the standards and progress of pupils attending the school.
* Using attainment and achievement data to evaluate the impact of teaching and learning on the levels of attainment.
* Monitoring the progress of pupils in the school.
* Analysing performance trends that might be present within the school and compare these with national trends.
* Having knowledge of the educational needs of pupils within the school and monitoring pupil performance data of specific groups of pupils, e.g. pupils with special educational needs, pupils with English as an additional language
* Understanding the targets that have been set within the school and challenging underperformance within the school against these targets.
* Ensuring that the school’s curriculum is balanced, broadly based and has impact.
* Monitoring the provision of religious education within the school.
* Ensuring that there are effective procedures in place within the school regarding pupil support, attendance and behaviour for learning.
* Remaining informed on the attendance rates within the school and ensuring that there are procedures in place to fulfil statutory requirements, especially regarding children missing from education.
* Monitoring the level of exclusions within the school, ensuring appropriate action has been taken to ensure exclusion is used as a last resort and pupils at risk of exclusion are appropriately supported.
* Monitoring safeguarding procedures within the school.
* Ensuring that the highest possible standards are set, achieved and maintained within the school.
* Identifying areas of concern regarding performance and standards within the school and implementing action plans with the consultation of the board where necessary.