Terms of Reference

Standards Committee

1. Constitution

The Board of Trustees of the Halliard Trust (the Board) has established a Schools Performance (standards) Committee to monitor matters relating to Trust schools' performance including curriculum, quality of teaching, standards, attendance and behaviour

The Schools Performance Committee is responsible to the Board.

The Committee's Terms of Reference are reviewed and adopted by the Board annually and can only be amended with the approval of the Board.

2. Membership of the Committee

The Committee will consist of a minimum of three Trustees who will be appointed by the Board.

The members of the Committee shall hold office from the date of their appointment until resignation or omission from membership on subsequent consideration by the Board. The Board will review Committee membership on an annual basis at the start of each academic year.

The Committee will appoint a Chair and Vice Chair annually.

The Clerk will attend all meetings.

The Chief Executive Officer and/or the Deputy CEO will attend all meetings.

Any other members of staff or external professionals will be invited to attend relevant meetings as required.

3. Organisation and meetings

The Committee will meet as often as is necessary to fulfil its responsibilities and at least three times a year.

The quorum shall be 2 Trustees plus the CEO or DCEO.

The administration of meetings will be managed by the Clerk to the Board. Agenda and papers will be circulated, whenever possible, to members of the Committee 7 days in advance of the meeting.

Minutes of meetings will be agreed by the committee and shared with the Board. Confidential matters will be recorded in Part 2 minutes which will not be published. This includes

information relating to a named person or any other matter that that the Board considers to be confidential.

4. Specific functions of the Committee.

The specific functions of the Committee include -

- Oversight of curriculum, standards and outcomes across the Trust
- Oversight of the quality of teaching in Trust schools, including the digital learning strategy and impact of staff CPD
- Oversight of pupil behaviour and attitudes including data on exclusions and allegations of bullying, racism and sexual harassment
- Oversight of pupil welfare and personal development
- Monitor impact of spending via accountable income streams – Pupil Premium, sports funding and catch-up premium in previous year and strategies for year ahead
- Monitor provision for SEND pupils across the Trust
- Annual target setting for the Trust in general and for individual academies, including review of the annual Trust strategic plan
- Recommending to the Board support and intervention strategies for individual academies
- Oversight of other key performance data on a Trust and individual academy basis, including numbers on roll, attendance, absence and persistent absence
- Scrutinise the Trust's overall People Development Plan targeted at achieving aim 4 of the Strategic Plan when available
- Receive annual reports summarising employee wellbeing surveys benchmarked against national indicators when available
- Receive annual reports summarising training and development opportunities accessed by both teaching and support staff and how this has impacted on skill development, promotion, and succession plans
- Monitor relevant HR metrics to include recruitment, retention, attendance, and employee well-being indicators
- Monitor the outcomes of PM reviews cross the workforce to provide assurance of equity across all settings as a single employer

No decisions will be delegated to the committee which will make recommendations for any necessary decisions to the full Board.

Date of review: Autumn 2025

Next review: Autumn 2026