



**ST. BART'S**  
MULTI-ACADEMY TRUST

**TERMS OF REFERENCE (TOR)  
FOR  
EDUCATION AND STANDARDS  
COMMITTEE**

September 2025

Details

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|                | Section 9 Schedule of Duties    |           |
|                | Section 10 Calendar of Business |           |
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## Contents

|  |    |
|--|----|
| St. Bart's Mission .....   | 4  |
| St. Bart's Vision and Values .....                                   | 4  |
| St. Bart's Sustainability .....                                      | 4  |
| Terms of Reference (ToR) for Education and Standards Committee ..... | 5  |
| 1. Introduction .....  | 5  |
| 2. Remit and Responsibilities of the Committee .....                 | 5  |
| 3. Membership and Quorum .....                                       | 5  |
| 4. Proceedings of Committee Meetings.....                            | 6  |
| 5. Authority.....  | 7  |
| 6. Reporting .....   | 7  |
| 7. Amendment of Terms of Reference.....                              | 7  |
| 8. Effective Date .....  | 7  |
| 9. Schedule of Duties.....   | 8  |
| 9.1. General .....   | 8  |
| 9.2. Data and Standards.....   | 8  |
| 9.3. Curriculum and Provision .....                                  | 9  |
| 9.4. Education Policy .....  | 9  |
| 10. Calendar of business .....                                       | 9  |
| 10.1. Autumn term .....  | 9  |
| 10.2. Spring Term.....   | 10 |
| 10.3. Summer Term.....   | 10 |

## St. Bart's Mission

Our mission is to **ADVANCE EDUCATION** and to provide the best curriculum in all our academies, enabling every child to realise their full potential.

## St. Bart's Vision and Values



We have a **Passion** for releasing potential in all our children and staff through the **Encouragement** and development of **Ambition**, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in **Collaboration**, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through **PEACE**.

We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the **PEACE** values and all schools work in close partnership (whether C of E or community) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

***"I have come that they may have life, and have it to the full."***

## St. Bart's Sustainability

We are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

We will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the Trust itself is as sustainable as it can be.

# Terms of Reference (ToR) for Education and Standards Committee

## 1. Introduction

The Trustees of St Bart's Multi-Academy Trust (the Trust Board) hereby resolves to establish a Committee of the Trust Board to be known as the Education and Standards Committee (the Committee).

## 2. Remit and Responsibilities of the Committee

The Education and Standards Committee is responsible for approving, reviewing, and challenging educational provision and standards across the Academies, including; curriculum, attainment and progress data of all groups of pupils, attendance, the personal behaviour and development of pupils at and across all of the Trust's academies, and leadership & management of Academies within the Trust. By monitoring and reviewing the provision, curriculum and attainment of all groups of pupils, the Committee aims to address and identify any areas of success, development or concern. The ultimate goal of the Committee is to work to ensure pupils' needs are met and that they can reach their academic potential, regardless of their background.

The Committee's delegated powers are set out in the Schedule of Duties (see [Section 9](#) below).

## 3. Membership and Quorum

The Committee shall consist of at least three members of the Trust Board who will be appointed annually by the Board.

Members of the Education and Standards Committee 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 Trust Board – whichever occurs first.

Employees of the Trust are not permitted to be members of the Education and Standards Committee, other than the CEO who is also a Trustee; however, other members of the Executive Team are able to attend meetings in an advisory capacity as and when invited by the Committee. Trust Principals may also be asked to attend meetings to offer their ideas, identify any possible areas for concern and discuss how these can be addressed within their academy.

The Committee may invite attendance at meetings from other persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons will not be entitled to vote.

The Committee shall at the first meeting of each academic year, elect a member to act as Chair of the Committee (the Chair) being someone other than the Chair of Trustees. Where the Chair is absent from any meeting, the Committee shall elect a temporary replacement from among the members present. No person may act as Chair unless they are also a Trustee.

Trustees shall ensure that a Governance Professional (Clerk) is provided to take minutes at meetings of the Committee.

The quorum for the transaction of the business of the Committee shall be three Committee members or, where greater, any one third rounded up to a whole number of the total number of Committee members who are in each case present at the meeting and entitled to vote.

## **4. Proceedings of Committee Meetings**

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

The dates for each scheduled Committee meeting shall be agreed before the first Autumn term of the academic year.

The Chair of the Committee or any three Committee Members may, by giving notice in writing to the Governance Professional, call unscheduled meetings as long as appropriate notice of at least seven days is given to other members of the Committee. A shorter notice may be given where the Chair of the Committee decides a particular matter, including a pay or appeals issue requires addressing immediately.

A quorum must be present. If the number of members assembled for a meeting of the Education and Standards Committee does not constitute a quorum, the meeting shall not be held. Due notice of such adjourned meeting shall be given forthwith to all Committee members. If in the course of a meeting of the Education and Standards Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith or adjourned until a quorum is present. Any further meeting shall be convened to a date and time which is reasonably practicable, but in any event within seven days of the date on which the meeting was to be originally held or was so adjourned.

Any member shall be able to participate in Education and Standards Committee meetings by telephone or video conference or other electronic means.

The convening of a meeting and the proceedings conducted thereat shall not be invalidated by any reason of any individual not having received notice of the meeting or a copy of the agenda thereof.

Members are required to send apologies in advance to the Chair when they are unable to attend meetings.

Every matter to be decided at a meeting of the Committee shall be determined by a majority of the votes of the members present and voting on the matter. Each member present in person shall be entitled to one vote.

Where there is an equal division of votes, the Chair shall have a casting vote.

Each Committee member, if present at a meeting of the Committee, must disclose their interest, withdraw from the meeting and not vote on a matter if:

- there may be a conflict between their interests and the interests of the Trust;
- there is reasonable doubt about their ability to act impartially in relation to a matter where a fair hearing is required;

- they have a personal interest (including but not limited to a personal financial interest) e.g. Where they and/or a close relative will be directly affected by the decision of the Committee in relation to that matter.

A register of attendance shall be kept for each Committee meeting and published annually on the Trust website.

The Governance Professional shall circulate an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered no fewer than seven clear days prior to the meeting.

The Governance Professional will take minutes during Committee meetings. The minutes will be approved by the Chair of the Committee before being circulated to Committee members and the Trust Board.

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

The Committee will make the agendas, approved minutes and any reports, documents or papers considered for each meeting available for public inspection in line with the 'Academy trust handbook'. This excludes any material relating to a named employee, proposed employee, pupil or candidate for admission or referral to the academy, and any matter which committee members are satisfied should remain confidential.

## **5. Authority**

The Committee is authorised by the Trust Board to carry out any activity authorised by these Terms of Reference or specifically delegated to it by the Trust Board and to:

- request any information it requires from any employee, external audit, internal scrutiny, or other assurance provider
- obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Trust Board.

## **6. Reporting**

The Committee shall arrange for the production and delivery of any reports or updates as requested by the Trust Board from time to time.

## **7. Amendment of Terms of Reference**

These terms of reference are drafted and maintained by the Trust. The Trustees may make amendments to these terms of reference from time to time.

## **8. Effective Date**

These Terms of Reference shall come into effect on 1 September 2025.

## **9. Schedule of Duties**

The specific duties of the Education and Standards Committee shall be to:

### **9.1. General**

- observe and comply with the Trust's Governance Code of Conduct, at all times
- appoint a Governance Professional to advise and guide the Committee of their duties and responsibilities, and to record minutes of all Committee meetings
- review the Terms of Reference for the Education and Standards Committee on an annual basis
- keep up to date with any relevant legislation and advise the Trust Board when policies or procedures need to be revised
- provide minutes of all Education and Standards Committee meetings for review at Trust Board meetings
- seek professional advice as necessary
- attend relevant training when appropriate
- report to the Trust Board on the proceedings, recommendations and decisions of the Committee
- encourage a culture within the Trust whereby each individual feels that he or she has a part to play in guarding the probity of the Trust, and is able to take any concerns or worries to an appropriate member of the management team or in exceptional circumstances directly to the Trust Board

### **9.2. Data and Standards**

- regularly monitor education quality, the effectiveness of standards and performance of pupils attending each academy, including for whole academies and any identified groups of pupils e.g. Gender, Pupil premium, SEN etc. and evaluate achievement and progress drawing on data, the self- evaluation document and other reports
- ensure effective challenge on educational performance and academic progress of different groups of pupils, e.g. pupils with special educational needs and disabilities, and vulnerable and disadvantaged groups, including those in receipt of Pupil Premium to ensure the best possible outcomes for all children
- analyse performance trends that could be present within the Trust and against academy, local and national performance data
- understand the targets that have been set within the Trust and challenge any areas for concern or underperformance against these targets
- monitor the pupil attendance rate of the academies and ensure that there are effective procedures in place to fulfil statutory requirements, especially regarding children missing education, e.g. through persistent absenteeism



- monitor pupil behaviour, including suspensions & exclusions, ensuring that appropriate procedures are in place across all academies to support this
- obtain progress reports from academies within the Trust of post-Ofsted action plans and other formal evaluation reports related to the quality and effectiveness of teaching and learning in order to further inform and develop any improvement plans and strategies, including reports relating to SIAMS for Church Academies

### **9.3. Curriculum and Provision**

- review the Trust curriculum strategy (and related statement) to ensure it is broad, balanced and effective, meets the needs of all pupils and gives pupils the cultural capital needed to succeed in life
- provide strategic oversight of the Trust's Church academies to ensure their Christian character is maintained and enhanced, in line with the Articles of Association and Diocesan guidance.
- monitor the effectiveness of the approach to inclusion and the effectiveness of support for vulnerable pupils, including those with SEND and those who receive Pupil Premium, across the Trust, ensuring that their requirements are being met, including through annual SEND reviews, and the effective deployment of Pupil Premium Grant
- approve Term dates across the Trust (and consider and approve variances due to the locality of an academy)
- review academy opening hours (school week) to ensure academies are delivering a minimum of 32.5 hours

### **9.4. Education Policy**

- receive confirmation that the Trust's arrangements for the admission of pupils comply with relevant admissions legislation as appropriate, including any requirements to consult on these arrangements and as regards the publication of admissions information
- ensure pupils are with provided with independent careers guidance with regards to statutory requirements
- review any statutory policies related to the duties of the Committee or that may be referred by the Trust Board

## **10. Calendar of business**

### **10.1. Autumn term**

- To review Terms of Reference
- To elect a Chair of the Committee
- To review and approve academy pupil outcome targets

- To review external comparison data Benchmarked academic outcomes), including specific groups, including, PP, FSM, and pupils with SEND
- To discuss IEF overviews and school improvement strategy
- To review post Ofsted action plans
- To monitor the effectiveness of the approach to and support for vulnerable pupils, including those with EAL, SEND and those who receive Pupil Premium
- To monitor the distinctiveness of the Church Academies, including reports relating to SIAMS for Church Academies
- To monitor pupil behaviour including suspensions / exclusions data, part time timetables and use of Alternative Provision
- To scrutinise Trust pupil attendance data
- To approve Trust Attendance and Punctuality Policy
- To approve Trust Attendance Strategy
- To approve Trust Suspension and Exclusion Policy
- To approve Trust term dates
- To approve Trust Accessibility Policy and Plan

## **10.2. Spring Term**

- To review pupil performance progress against targets / in year data
- To discuss IEF overviews and school improvement strategy
- To review post Ofsted action plans
- To monitor the effectiveness of the approach to and support for vulnerable pupils, including those with EAL, SEND and those who receive Pupil Premium
- To monitor the distinctiveness of the Church
- Academies, including reports relating to SIAMS for Church Academies
- To monitor pupil behaviour including suspensions / exclusions data, part time timetables and use of Alternative Provision
- To review Trust careers policy and the provision of careers education and guidance including career destinations and provider access statement
- To receive confirmation that admissions arrangements are in place and consultations undertaken
- To scrutinise Trust pupil attendance data

## **10.3. Summer Term**

To review the Trust curriculum strategy to ensure it is broad, balanced and effective, meets the needs of all pupils and gives pupils the cultural capital needed to succeed in life.

- To review pupil performance progress against targets / in year data
- To discuss IEF overviews and school improvement strategy
- To review post Ofsted action plans
- To monitor the effectiveness of the approach to and support for vulnerable pupils, including those with EAL, SEND and those who receive Pupil Premium
- To monitor the distinctiveness of the Church Academies, including reports relating to SIAMS for Church Academies
- To monitor pupil behaviour including suspensions / exclusions data, part time timetables and use of Alternative Provision
- To review compliance with minimum expectation on length of school week
- To scrutinise Trust pupil attendance data
- To approve Trust Attendance Strategy
- To approve Trust Behaviour Principles Statement
- To approve Trust, SEND Statement
- To approve Trust Curriculum Statement
- To approve Trust RSE policies
- To approve Trust Uniform policy



# ST. BART'S

MULTI-ACADEMY TRUST

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