



**Standards, Curriculum and Students and  
Community Committee  
Remit**

## CHANGE CONTROL

<i>Date</i>	<i>Version</i>	<i>Details of change</i>
06.10.17	0.a	Initial Draft
Nov 2022	1.0	Agreed at meeting on 15.11.2022
Nov 2023	1.a	Reviewed
Nov 2023	2.0	Agreed at meeting on 21.11.2023
Nov 2024	2.0	No Changes

<b>Next Review</b>	Autumn 2025
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## AUTHORISATION

Approved at SCSC Meeting on 19<sup>th</sup> November 2024

Signed:

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**Chair of Board**

**Date**

# INSIGHT MULTI-ACADEMY TRUST POLICIES AND PROCEDURES

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## Introduction

The purpose of this document is to detail the membership, operation and responsibilities of the Sir Graham Balfour Academy Standards, Curriculum and Students and Community Committee.

## Membership

The Resources, Health & Safety and Staffing Committee comprises up to 5 members as follows:

- Not less than 3 Governors
- Vice or Chair of Governors
- Headteacher or a nominated representative

## Meetings

The Committee will meet on a minimum of three occasions in each Academic Year with the dates being agreed at the final board meeting of the previous Academic Year.

The Committee has the authority to change the above dates or arrange further meetings if members deem it appropriate.

On all occasions meeting documentation, including the Meeting Agenda, Minutes of the previous Meeting and any other available papers, will be distributed to members to give a minimum of seven clear calendar days between their receipt and the day of the meeting.

At the first committee meeting of the Academic Year members present will appoint a Chair and Vice-Chair for a term of office terminating at the first committee meeting of the following Academic Year.

The Committee may invite any individual who they believe can assist or advise on a particular matter or range of issues to any Committee Meeting. Such individuals will, with the permission of the chair, address the meeting as appropriate but shall not be entitled to vote.

## Quorum

The Committee will be deemed quorate if 50%, including a minimum of two Governors, rounded up, of then current members are present.

## Voting

All members of the Committee present at a meeting will be entitled to a single vote on any matter which requires a formal Committee resolution.

In the event of a tied vote the meeting chair will have a casting vote.

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## Committee Responsibilities

### RESPONSIBILITIES OF THE COMMITTEE

#### STANDARDS

1. Determine school level policies which reflect the school's ethos and values to include e.g. admissions; SEND; safeguarding and child protection; curriculum; behavior; approve Health & Safety
2. Recommend to the Trust Board for approval the educational targets of Sir Graham Balfour, including Development Plan.
3. Consider and evaluate performance of Sir Graham Balfour against KPI's set by the Trust Board (in consultation with the relevant Local Governing Bodies).
4. Hold Sir Graham Balfour's leadership to account for academic performance, quality of care and quality of provision
5. Consider and evaluate the effective use of the Pupil Premium funding by Sir Graham Balfour.
6. Receive reports from the Headteacher on the quality of teaching and learning and making recommendations to the Full Governing Body.
7. Receive reports from the Headteacher and reviewing student attendance, exclusions, punctuality and disciplinary matters for Sir Graham Balfour.

#### STAFFING

8. To determine and advise the staffing complement for Sir Graham Balfour in line with Trust Improvement Plans.
9. To ensure safeguarding procedures are in place and at least one Local Governing Body member has completed the safer recruitment training along with the Headteacher.
10. To conduct arrangements for recruitment and selection of Sir Graham Balfour staff in liaison with Trust Board.
11. Advise Trust Board on outcomes of staff appraisal and pay award.
12. To consider work/life balance, working conditions and well-being, including the monitoring of absence levels.
13. To receive reports and monitor status of any staffing issues. To receive updates on any staff whose performance is managed and any progress made.
14. To conduct procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues.

# INSIGHT MULTI-ACADEMY TRUST POLICIES AND PROCEDURES

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15. To recommend succession planning when key vacancies arise and explore internal solutions in partnership with the CEO.

The committee will draw any significant recommendations and matters of concern to the attention of the Trust Board.

## **Terms of Reference**

### **STANDARDS**

- Submitting curriculum and assessment proposals, recommendations, policies and reports to the governing body for approval
- Monitoring and reviewing the school's curriculum and assessment provision.
- Keeping under review examination results.
- To review the tracking, monitoring and intervention procedures.
- Ensuring equality of opportunity for all pupils within the school's curriculum provision
- Working closely with the Leadership Group in all related aspects of its work.
- To operate within budget.

### **STAFFING**

- Establish the procedures for advertising vacancies and appointing new staff.
- Ensuring that DFE procedures for Appraisal of teachers are carried out.
- Monitoring the school's procedures for staff development.
- Monitoring the school's support for ECTs.
- Submitting to the resources committee costings for proposed staffing levels.
- To operate within budget.

### **STUDENT & COMMUNITY**

- Recommended and review school policies to the Full Governing Body involving students and community issues.
- To nurture links with the School Council and the wider community and review their views on issues concerning students and the community
- Provide Governors representation on the Endowment Committee and other groups as required by the Full Governing Body or as recommended by the Students and Community Committee.
- Consideration will be given on progress concerning the School Improvement Plan (SIP) and appropriate action taken.

## **Monitoring and Evaluation**

These Terms of reference will be evaluated by the Standards, Curriculum and Students and Community Committee annually, at its first meeting of an Academic Year, or more frequently if legislation or experience suggests it is appropriate to do so.