



## **Charlton Park Academy Standards Committee – Terms of Reference**

### **1. General Terms**

- To act on matters delegated by the Full Governing Body (FGB).
- To liaise and consult with other committees where necessary.
- To contribute to the Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### **2. Quorum**

Two members entitled to vote upon the business to be transacted, each being a Governor, or a proxy of a Governor, shall constitute a quorum.

### **3. Meetings**

- The committee will meet at least once per term virtually and securely via Microsoft Teams, with the discretion to hold additional meetings, dependent on the circumstances of the school at any given time.
- The SLT and School Improvement Partner will be invited to meetings as required. School Improvement Partner will be an observer but will provide feedback at the end of the meeting both verbally and in writing.
- The Committee meetings will not be open to the public. Information relating to a named person, or any other matter that the committee considers confidential, will not be made available for inspection and redacted from any published minutes. Confidentiality will follow the academy guidelines and protocols.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number whilst ensuring that a quorum is maintained.
- In the absence of the Governance Professional, the committee shall record the meeting for him/her to transcribe.
- The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and will be presented, once agreed, at the next scheduled FGB meeting.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### **4. Curriculum Planning and Delivery**

- To review, monitor and evaluate the Key Stage and Pathway curriculum offer annually (December each year).
- To approve for the Governing Body:
  - The self-evaluation report coordinated and completed by the Vice Principal.
  - The Academy Improvement Plan.
  - Targets for areas of academic academy improvement to the Governing Body.
- To review policies identified within the school's policy review programme, in accordance with its delegated powers (e.g. Safeguarding, sex education and student behaviour/discipline).
- To review staff deployment and staff timetables to ensure value for money and that all student identified needs are well met.

- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, receive termly reports from Key Stage and Pathway Leaders and the Associate SENCO and an annual report from the Vice Principal (Teaching and Learning) to the Committee.

## **5. Assessment and Improvement**

- To monitor and evaluate the effectiveness and impact of leadership and management.
- To monitor and evaluate the impact of quality of teaching on rates of student progress and standards of achievement and their identified needs are fully met.
- To monitor and evaluate rates of progress and standards of achievement by students, including any underachieving groups and how their identified needs are being met.
- To monitor and evaluate the impact of Continuing Professional Development on improving staff performance and monitoring through lesson observation, work scrutiny and performance management of staff.
- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To regularly review the Key Stage and Pathway Assessment Policies, to ensure that the policies are operating effectively.
- To consider recommendations from external reviews of the school (e.g. Ofsted or school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the improvement plans.
- To ensure that all children have equal opportunities.
- To advise the Resources Committee on the funding requirements to deliver the improvement plans. Improvement plans to be coordinated by the Vice Principal.

## **6. Engagement**

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate student achievements both academic and medical.
- To oversee arrangements for educational visits, including the appointment of a named coordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.
- To ensure that all paperwork/documents are circulated to panel members 7 working days before the meeting.
- It is responsibility of panel members to participate, be proactive and arrive prepared for the meeting to provide challenge and accountability of ALL stakeholders.

**Date reviewed by Co-Chairs of Governors:** May 2026

**Next review Date:** May 2027