



Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

**Terms of Reference  
Academy Committee for  
ST THOMAS' CATHOLIC PRIMARY SCHOOL, SEVENOAKS**

**1. Purpose**

- 1.1 The Academy Committee oversees the standards, achievements, catholicity and ethos of the Academy and is a sub-committee of the Executive Governing Body ('EGB') within its cluster of academies.

**2. Duties**

In addition to any delegated authority given to it from the Trust Board, the Academy Committee shall;

Clarity of vision, ethos and strategic direction

- 2.1 Ensure the educational and religious character and mission of the Academy ensuring that it is consistent with the Trust vision and strategy.
- 2.2 Ensure that the Academy promotes the Gospel values, 'British values' and adheres to equality legislation.
- 2.3 Ensure that all actions undertaken by the Academy Committee is consistent with the Trust's policies and procedures and the terms of reference set by the EGB.

Educational Performance

- 2.4 Monitor the quality of teaching and learning, and the progress and attainment of all pupils, with particular attention to those with special educational needs, a disability or in receipt of Pupil Premium Funding;
- 2.5 Monitor student well-being and personal development;
- 2.6 Responsible for monitoring the curriculum proposed by the Executive Principal.
- 2.7 Ensure that the Academy remains compliant with the Memorandum on the Appointment of Staff in Catholic schools as issued by the Catholic Bishop's Conference;

Governance

- 2.8 Publish up-to-date details of the structure and remit of the Academy Committee including full names of governors and business and pecuniary interests and attendance records;
- 2.9 Ensure that the DfE Edubase website is up to date with Governor details;
- 2.10 Ensure that each Governor is allocated a specific responsibility for special educational needs, child protection, pupil premium, RE to monitor and report back to the Academy Committee regularly;
- 2.11 Recommend the appointment of a Clerk to the Academy Committee to the Company Secretary;
- 2.12 Monitor the single central record;

- 2.13 Review Academy specific policies ensuring that they are in line with the Trust Policy or Directive from the Archbishop and recommend to the EGB for approval;
- 2.14 Note the Trust Policies and publish on the Academy website and monitor implementation;
- 2.15 Ensure systems are in place in line with the Trust's strategy at the Academy for effective communication with pupils, parents or carers, staff, parish or Diocese and the wider community;
- 2.16 Contribute to the development of the Academy prospectus;

Admissions

- 2.17 Endorse the Admission Policy and recommend to the EGB for approval.

Health, safety, risks and estates

- 2.18 Review the risk register of the Academy and report any issues to the EGB;
- 2.19 Monitor the implementation of the Trust Health and Safety policy within the Academy;

**3 Constitution, Membership and Quorum**

- 3.1 The Academy Committee shall consist of no more than twelve (12) Governors including the Academy Principal.
- 3.2 The Chair of the Academy Committee may invite standing attendees to the Meeting to act as advisors or to present on matters but they shall not be members and they shall have no voting rights.
- 3.3 The quorum for Academy Committee meetings shall be three (3) Governors.
- 3.4 Any Governor shall be able to participate in meetings by telephone or video conference provided that;
  - o They have given notice of their intention to do so detailing the telephone number on which he can be reached and/or appropriate details of the video conference from which he shall be taking part at the time of the meeting at least 48 hours before the meeting; and
  - o They have access to appropriate equipment if after all reasonable efforts it does not prove possible for the person to participate by telephone or video conference, the meeting may still proceed with its business provided that it is otherwise quorate.
- 3.5 The minimum number of Governors required to be appointed at an Academy Committee shall be six (6).

The anticipated constitution is:

<b>Academy Committee (Standards, Catholicity and Ethos)</b>	
1.	Foundation Governor *
2.	Foundation Governor *
3.	Foundation/ Parent / Staff / Co-Opted Governor *
4.	Foundation/ Parent / Staff / Co-Opted Governor *
5.	Foundation/ Parent / Staff / Co-Opted Governor
6.	Foundation/ Parent / Staff / Co-Opted Governor
7.	Foundation/ Parent / Staff / Co-Opted Governor
8.	Foundation/ Parent / Staff / Co-Opted Governor
9.	Foundation/ Parent / Staff / Co-Opted Governor
10.	Foundation/ Parent / Staff / Co-Opted Governor
11.	Staff Governor * (Academy Principal)
12.	Staff Governor *
* Minimum number of Governors - 6	

#### **4 Appointment of Chair and Vice-Chair**

- 4.1 At the first meeting of the Academy Committee each Academic year, the members shall appoint a Chair and Vice Chair from among their number.
- 4.2 The Chair and Vice-Chair shall hold office for one (1) year, and until the first meeting of the Academy Committee of each Trust year.
- 4.3 At the end of the term of office, the Chair and Vice-Chair shall be eligible for re-appointment, subject to a maximum of 9 re-appointments, or a total of 9 years, unless agreed otherwise by the Executive Governing Body.
- 4.4 If the Chair and Vice-Chair are absent from any meeting, the remaining members of the Academy Committee shall choose one of their number to act as Chair for that meeting.

#### **5 Secretary**

- 5.1 The Clerk shall act as Secretary to the Academy Committee and will ensure that the Academy Committee is provided with the relevant information and papers in a timely manner to enable full and proper consideration to be given to the issues.

#### **6 Voting Arrangements**

- 6.1 Each member of the Academy Committee shall have one vote which may be cast on matters considered at the meeting, in line with the Terms of Reference. Votes may only be cast by members attending the meeting whether attending virtually or in person.
- 6.2 If a matter that is considered by the Academy Committee is one where a member, either directly or indirectly has a personal interest, that member shall not be permitted to vote on that matter.
- 6.3 Except where he/she has a personal interest, the Chair of the Committee shall have a casting vote.

#### **7 Frequency of Meetings**

- 7.1 The Academy Committee shall meet at least four (4) times per year at appropriate intervals. Additional meetings may be called as and when required.

#### **8 Notice and Minutes**

- 8.1 Meetings of the Academy Committee shall be convened by the Clerk at the request of any of its members, with the approval of the Chair, or at the request of the Chair if they consider it necessary.
- 8.2 The Clerk will normally circulate the agenda and papers for meetings at least five (5) working days before the date of the meeting.
- 8.3 The Clerk shall minute the proceedings and decisions of all meetings of the Academy Committee, including recording the names of those present, absent and those in attendance.
- 8.4 Draft minutes of the meeting will be circulated promptly to the Chair. Once approved by the Chair, minutes will be circulated to all other members of the Academy Committee unless it would be inappropriate to do so in the opinion of the Chair.
- 8.5 The Clerk will also provide a summary of the meeting proceedings and provide this in a summary slide together with the minutes of the Academy Committee meeting and send these to the EGB, via the Clerk to the EGB.

## 9 **Authority**

- 9.1 The EGB has delegated the powers, authorities and discretions to the Academy Committee as set out in this Terms of Reference and the Scheme of Delegation.
- 9.2 The Academy Committee may sub-delegate (unless expressly prohibited by the EGB) some of its powers and authorities, including the establishment of a sub-committee to analyse particular issues or themes and report back to the Academy Committee.
- 9.3 The Academy Committee has authority to investigate any matter relating to the Academy for which it represents, providing it has authority to do so. It has authority to:
- 9.3.1 seek any information it requires from any Officer or Employee relating to the Academy in order to perform its duties;
  - 9.3.2 invite any member of the EGB, Employee of the Trust Office to attend meetings of the Academy Committee; and
  - 9.3.3 escalate any matter of concern to the Trust Board or a Board Committee via the Company Secretary.

## 10 **Other Matters**

- 10.1 The Academy Committee shall;
- (a) have access to sufficient resources in order to carry out its duties, including access to the Company Secretary for assistance, as required;
  - (b) be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members;
  - (c) oversee any investigation of activities which are within its terms of reference;
  - (d) work and liaise as necessary with the EGB, the Trust Board and all Committees of the Board; and
  - (e) arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure that it is operating at maximum effectiveness.

## 11 **Reporting Procedures**

- 11.1 The Academy Committee shall report to the EGB after each meeting.
- 11.2 The Committee shall review these terms at least annually and recommend any changes to the EGB.

Approved by the Board on 8 July 2020