



# PETERBOROUGH KEYS ACADEMIES TRUST

## Academy Committee

### TERMS OF REFERENCE 2024-25 v1.0

#### 1. POWERS OF THE MAT BOARD OF TRUSTEES

- 1.1. The Trust Board shall establish the Academy Committee as set out in the Trust's Articles of Association (Article 100a).
- 1.2. The Trustees shall determine and approve the Academy Committee Terms of Reference and shall review the Terms at the end of each academic year to take effect from 1 September (Article 104).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Academy Committee and shall review this Scheme of Delegation at the end of each academic year to take effect from 1 September (Article 105).
- 1.4. The Trustees shall have the right to intervene in the governance of a School where it has serious cause for concern, including:
  - Standards of performance of pupils at the School are unacceptably low,
  - Serious breakdown in the way the School is governed or managed,
  - Safety of pupils or staff is threatened,
- 1.5. The Trustees shall set out the Trust's vision, ethos, values and principles,
- 1.6. The Trustees shall set out a list of statutory, mandatory or required policies including the determination of those that are Trust policies and those that are School policies.

#### 2. POWERS OF THE ACADEMY COMMITTEE

The overall purpose of the Academy Committee is to hold to account the School leadership for academic performance, quality of provision and the quality of safeguarding and care. This is done through scrutinising the Headteacher's Report and reports on progress towards achieving priorities, and through regular visits to the school.

The Governors shall have regard to the Trust's Academy Committee Governance Planner, Trustee and Governor Code of Conduct and other guidance set out by the Board of Trustees and shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation. In particular:

- 2.1. to be consulted on and monitor the school's ethos and vision statement, and to ensure that this carries forward the Trust's vision, ethos, values and principles in ways that are appropriate to the School's status, students, pupils, staff and community,
- 2.2. to endorse the School's Self Evaluation (SoD 2.5),

- 2.3. to be consulted on and monitor the School Improvement Plan and to monitor progress towards the achievement of priorities (SoD 2.6),
- 2.4. to monitor the quality of education provided by the school, including for those pupils with special educational needs (SEND), through regular reviews of performance data (SoD 2.3),
- 2.5. to ensure that the trust's curriculum is being provided to pupils in an appropriate manner for the school's context (SoD 2.7),
- 2.6. to monitor pupil attendance, behaviour, wellbeing and pastoral support
- 2.7. to monitor the implementation of safeguarding policies and the effectiveness of safeguarding procedures (SoD 2.12) and foster a culture that prioritises the safety and wellbeing of all pupils and staff in the school (as a committee and through the role of link governor for Safeguarding),
- 2.8. to monitor co-curricular and enrichment opportunities (SoD 2.13),
- 2.9. To act as a link with parents and the community by building a knowledge of parents' views and the community context and ensuring that Trustees and the CEO are aware of parents' and community views (SoD 2.14),
- 2.10. to propose to the CEO or Trust Board intervention in school management in exceptional circumstances (SoD 2.15)
- 2.11. to support the CEO in the process to recruit and appoint the School Headteacher in line with the MAT recruitment policy (appointment to be approved by the Trust Board) (SoD 4.5),
- 2.12. to support the CEO in the Headteacher's performance review in line with the PKAT Pay Policy (SoD 3.8),
- 2.13. to monitor the School's compliance with school statutory and non-statutory policies (SoD 7.7-7.8), where these relate to standards, safeguarding, special educational needs (SEND) and stakeholders,
- 2.14. to receive information on the school budget through updates provided in the Headteacher's Report (SoD 5.18),
- 2.15. to monitor the management of staff to comply with the Trust's HR policies and procedures, particularly in relation to wellbeing (SoD 3.1),
- 2.16. to monitor the school's Risk Register, be consulted on any relevant changes and propose changes as appropriate (SoD 2.15),
- 2.17. to receive reports from the Headteacher on health and safety in the school (SoD 2.21),
- 2.18. to be consulted upon the School branding and marketing including logo, uniform and prospectus (SoD 7.13 - 7.16),
- 2.19. to be consulted upon the School Admission Policy in compliance with the Admissions Code any other relevant statutory or regulatory guidance (SoD 7.12) (arrangements to be determined by the Trust Board),
- 2.20. to establish Academy sub-committees to hear matters relating to pupil exclusions and complaints, in accordance with PKAT Policies (SoD 1.9),
- 2.21. to designate link governors for:
  - Safeguarding – to lead on the monitoring of safeguarding (see PKAT Special Educational Needs Governor Role Description)
  - SEND – to monitor the overall effectiveness of the school's SEND provision and work in partnership with the Special Educational Needs Coordinator (SENCO) and other stakeholders across the Trust community to ensure that pupils with SEND are well-

supported and included in all aspects of school life (see PKAT Special Educational Needs Governor Role Description),

- Careers – to lead on the monitoring of careers provision (secondary schools only – see Careers Governor Role Description)

2.22. To evaluate the Academy Committee’s own performance annually, to draft and implement a governance development / action plan and to ensure that governor training is kept up to date in accordance with Trust Board expectations.

### **3. COMPOSITION AND APPOINTMENT OF THE ACADEMY COMMITTEE**

3.1. The composition of the Academy Committee shall be as follows;

- up to six Trust appointed ('PKAT') Governors appointed by the Board, normally after nomination by the Academy Committee, such that the number of Trust appointed Governors is at least equal the total of parent and staff governors. Parents may serve as PKAT Governors but staff may not, unless there are exceptional circumstances (to be determined by the Trust Board).
- Two Parent Governors elected by the parents or carers of registered pupils at the School,
- One Staff Governor elected by the staff of the School,
- the School Headteacher shall attend Academy Committee meetings and shall act as adviser to the committee, though shall not be a governor (where there are Co-Headteachers or an Executive Headteacher and a Head of School, this applies to both).

### **4. TERM OF OFFICE AND RESPONSIBILITIES OF GOVERNORS**

4.1. The Term of Office for all Governors is 4 years.

4.2. Governors shall serve a maximum of two consecutive terms of office (though may be appointed to another academy committee within the trust after that time).

4.3. On appointment Governors are each required to familiarise themselves and to agree to comply with;

- These Terms of Reference,
- PKAT 'Role of a Governor' guidance,
- PKAT Governor Code of Conduct
- DfE Academy Trust Governance Guide.

### **5. MEETINGS OF THE ACADEMY COMMITTEE**

5.1. The Academy Committee shall usually meet six times per year (once in each half term) and in particular:

- Governors will receive notice of each meeting seven clear days before the date of the meeting,
- The agenda, papers and minutes of Academy Committee meetings will be sent to the Head of Governance when they are issued to Governors, and at least eight clear days before each full Trust Board meeting,
- Minutes will be signed by the Academy Committee Chair at the next meeting to verify that the minutes are a true record.

- 5.2. Quorum for a meeting of the Academy Committee will be three Governors entitled to vote.
- 5.3. Each question to be decided at a meeting of the Academy Committee shall be determined by a majority of votes of Governors present and eligible to vote on the question. In the event that there are equal votes on the question then the Chair shall have an additional casting vote.
- 5.4. Matters are to be agreed at a quorate meeting, whether in person, virtual or hybrid, but not via email or on GovernorHub.
- 5.5. Any Member of the PKAT Executive Group may attend a meeting of the Academy Committee.

## **6. APPOINTMENT OF THE ACADEMY COMMITTEE CHAIR AND VICE CHAIR**

- 6.1. The Trust Board shall appoint the Chair of the Academy Committee and will consider any recommendation for this appointment made by the Academy Committee.
- 6.2. The Academy Committee shall elect its Vice Chair. The Trust Board shall retain the power to appoint the Vice Chair in exceptional circumstances.
- 6.3. The Trust Board shall have the right to remove the Chair and / or Vice Chair, specifically in circumstances outlined in item 1.4 of these Terms of Reference.
- 6.4. Staff governors are not eligible to serve as Chair or Vice Chair of the Academy Committee unless there are exceptional circumstances (to be agreed by the Trust Board).
- 6.5. The term of office for Chair and Vice-Chair will be one year, running from the start of the academic year.
- 6.6. In electing the Vice Chair, and in making a recommendation to the Trust Board for the appointment of the Chair, the following procedure shall be followed:
  - A secret ballot shall be held, conducted by the Clerk to the Academy Committee.
  - Governors will be able to submit written nominations prior to the meeting and verbal nominations at the meeting. A Governor can nominate him/herself for office and does not need to be present.
  - Nominee(s) will be asked to leave the meeting whilst the election takes place. If there is more than one nominee, the remaining Governors will take a vote by secret ballot and the Clerk will tally the vote.
  - If there are more than three nominees per office, the nominee polling the least votes shall be eliminated and a further vote taken. If there is a tie the Governors shall discuss the strengths of nominees and a further vote taken. This process will continue until a nominee polls a majority of votes.

## **7. ACADEMY SUB-COMMITTEES**

- 7.1. The Academy Committee shall not establish any standing sub-committees but for an Admissions Committee, in accordance with the school's published Admissions Arrangements / Policy and separate committee terms of reference.
- 7.2. The Academy Committee may from time to time be required to establish ad-hoc sub-committees to hear matters relating to the Trust's Complaints Policy and Procedure (a complaint at Stage 2), or to review the Headteacher's decision to permanently exclude a child. The remit of such sub-committees shall be as set out in the relevant policy and terms of reference.

**8. APPOINTMENT OF A CLERK**

8.1. The Trust Board shall appoint and remove a Clerk to the Governors.

**9. GOVERNORS' EXPENSES**

9.1. The Trust Board shall set out a policy for payment of expenses incurred by Governors in the course of their duties.

**DECLARATION**

*The Board of Trustees, at its meeting on 9 July 2024, resolved to adopt these Terms of Reference.*

Signature



Claire Higgins (Chair of the MAT Board)

Date of signature: 9 July 2024