

**The Park Federation**

**Academic Standards Committee (ASC)**

**Terms of Reference**

**Purpose:**

The purpose of the ASC is to monitor progress and attainment standards in the Federation and ensure realistic and challenging targets are set in order to maintain ambitious pupil outcomes.

**Authority:**

The ASC is authorised to set progress and achievement targets for individual academies and the Federation as a whole, following ratification by the Board of Directors.

**Membership:**

The ASC comprises at least 3 Board Directors appointed by the Board.

**Chair:**

The members will elect a Committee Chair on an annual basis. In the absence of the committee chairman and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

**Clerk:**

The Board Clerk shall act as Clerk to the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.

**Quorum:**

Quorum for the necessary transaction of business will be 2 members.

### **Frequency of Meetings:**

The Committee shall meet three times per year and additionally as required with the following standing agenda items:

- Attainment Data
- Progress Data

### **In Attendance:**

The Chief Executive Officer (CEO) and Federation Senior Adviser: School Improvement are required at all meetings to present progress and attainment data and at the autumn term meeting advise on setting targets.

### **Notice of Meetings:**

Meetings will be called by the Clerk and dates set in the federation annual governance cycle. Extraordinary meetings may be called with a minimum of 5 days' notice.

### **Minutes:**

The Clerk shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance. Draft Minutes will be circulated for approval by committee members within 3 weeks of meetings. The Chair will report on proceedings to the Board.

### **Duties:**

Members of the Committee are to be guided by the Nolan Principles of Public Life<sup>1</sup> in the conduct of their duties. The Committee has a duty to report key concerns with any single Academy or the Federation as a whole to the Board of Directors in a timely manner and by the most appropriate channels. Specifically, the Committee is to:

- i. Develop and maintain the Federation's corporate understanding of key measures used by the Department for Education and other relevant authorities to judge the effectiveness of schools in the state system.
- ii. Monitor and assess the progress and attainment standards in the Federation's academies against their annual targets, their academic standards in the last three years, and recent national standards.

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<sup>1</sup> Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership.

- iii. Monitor and assess the progress and attainment standards of the Federation as a whole against its annual targets, its academic standards in the last three years, and recent national standards.
- iv. Hold the CEO and Senior Adviser to account for the quality of education offered and provided by the Federation and its Academies.
- v. Advise the Board of Directors on strategic academic policy, direction and good practice.
- vi. Ensure effective professional development is available to teaching staff.
- vii. Agree annual progress and attainment targets with the CEO and Senior Adviser for ratification by the Board of Directors.

**Board of Directors**

Signed by:  \_\_\_\_\_

**7<sup>th</sup> December 2019.**

**Muralee Nair - Chair of Board**

