



## Terms of reference for an Executive Committee (EC) of South Essex Academy Trust (SEAT)

The Board of Directors shall establish an Executive Committee for any of the trust's schools where it has not been possible to recruit sufficient skilled people to form an Academy Committee, or where, in the view of the Board of Directors, Academy Committee governance is deemed to be weak. An Executive Committee will be established as a temporary measure until sufficient suitable members can be found to fulfil the role of an Academy Committee member.

### General terms

- An EC will be established by the Board of Directors for a time limited period
- To assist the decision making of the Board of Directors, by enabling more detailed consideration of matters delegated to the committee.
- To act on matters delegated by the Board of Directors.
- To make recommendations to the Board of Directors.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### Quorum and voting

- The quorum for each meeting will be three members.
- The chair will have a casting vote on any equality of votes.
- Any decisions taken must be determined by a majority of committee members present and voting.
- No member can participate in discussion or vote if they have a pecuniary or other interest in the matter under discussion.
- There should be at least one non-staff member in attendance.

### Membership

- The committee will be constituted as follows:
  - CEO
  - Headteacher
  - At least one Director
- Headteachers or deputy headteachers from other schools in the trust may be invited to join the committee.
- Parents may be invited to join the committee.
- The CFO and head of HR will be invited to committee meetings.
- Committee membership will be published on the trust website.

### Chair

- The chair of the committee shall be appointed by the Board of Directors.

- The chair of the committee shall be a Director (not the CEO or any other employee of the trust).

## Meetings

- The Executive Committee will meet once in each half term as set out in the governance calendar and shall hold such other meetings as may be necessary.
- The Board of Directors shall appoint a clerk to the Executive Committee.
- The clerk shall convene meetings of the EC and send written notice of the meeting and a copy of the agreed agenda at least 7 days in advance of the meeting. Where there are matters demanding urgent attention, the chair may waive the need for seven days' notice and substitute such notice as she/he thinks fit and call an extraordinary meeting.
- Meetings can take place remotely where it is the preference of the EC.
- The committee meetings will not be open to the public, but minutes shall be made available on request.
- Meetings will be limited to two hours duration and where necessary will be reconvened within seven days.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- Agendas and associated papers for forthcoming meetings will be made available to all committee members at least seven days in advance of the meeting.
- Committee papers will be available to all directors (not just those on the committee)
- In the absence of the chair the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated to committee members once agreed by the chair and CEO.
- Agreed minutes will be approved and signed by the committee chair at the next committee meeting.
- Agreed and/or approved minutes will be presented to the Board of Directors at their next meeting.
- The chair of the committee (or in his/her absence another member of the committee) will report to the Board of Directors any recommendations made by the committee and any delegated decisions taken by the committee.
- The CEO and directors may attend meetings of the Executive Committee.

## Tasks and Duties

The EC will be responsible under the Scheme of Delegation for the same tasks as an Academy Committee:

- Ensure the school is providing a broad and balanced curriculum with clear intent, implementation, and impact.
- Challenge and hold the Headteacher to account for the quality of teaching and learning and ensure leaders are taking decisive action to improve outcomes.
- Monitor performance against the Single Plan and challenge when targets are not being met.
- Receive feedback on improvement plans and monitor impact of improvement work.
- Monitor the progress and attainment of all pupils.

- Monitor the attainment and progress of vulnerable groups.
- Monitor the progress of pupils in receipt of Pupil Premium grant and ensure the grant is being spent effectively.
- Monitor the impact of the Sports Premium grant and ensure it is being spent effectively.
- Receive annually the school's curriculum plan.
- Monitor behaviour, including exclusions, bullying, racist and homophobic incidents.
- Monitor attendance, including whole school figures, year group figures, attendance of those in vulnerable groups and persistent absence figures.
- Monitor SEND ensuring statutory requirements are complied with.
- Appoint a member to take lead responsibility for safeguarding.
- Ensure rigorous and effective safeguarding is in place, including ensuring SCR compliance, reviewing the safeguarding audit and action plan, ensuring training compliance and monitoring referrals.
- Prepare for and attend school Ofsted inspections to share the work of the school and the impact that the AC has had on pupil outcomes.
- Support the school to achieve the very best outcomes for pupils by being prepared and willing to participate in meetings and the life of the school.
- Undertake visits to the school to focus on the areas detailed in these terms of reference.
- Report outcomes of monitoring to the Board of Directors.
- Take part in annual self-evaluation of performance and effectiveness.
- Determine Academy based policies.
- Ensure Publication of statutory information from DfE guidance on Academy websites.
- Observe or take part in Headteacher Performance Management Reviews.
- Observe or take part in Academy Headteacher appointments.
- Contribute to the Academy Risk Register and recommend for approval.
- Ensure there is an enriching wider curriculum.
- Ensure all committee members undertake and continue with training and development opportunities provided by the Trust so that the committee remains an effective part of the school's leadership.

## General

- Report any risk relating to the committee's area of operations to the Board of Directors.