



## Terms of Reference-

### Lighthouse Federation Standards Committee

2024-25

<b>16<sup>th</sup> September 2024</b>	
<b>Adam Hicken</b>	<i>Adam Hicken</i>
<b>Paul Drew</b>	<i>Paul Drew</i>

#### 1. Constitution

- 1.1. The Federation Board has resolved to establish a Standards Committee to advise the Board on matters relating to the Federation's curriculum, quality and standards.
- 1.2. The Committee is responsible to the Lighthouse Federation Governing Board.
- 1.3. The Committee's Terms of Reference are adopted by the and may only be amended with the approval of the Board.

#### 2. Authority

- 2.1. The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee of the Federation and all employees are directed to co-operate with any request made by the Committee.
- 2.2. The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.



### **3. Main Duties**

3.1. To receive and advise the federation school's curriculum policies, for example to ensure that national legislation and guidance on curriculum matters, including the National Curriculum, is being appropriately implemented at the school

3.2. To oversee and recommend to the LFGB School Development Plan prepared by each school and any post-OFSTED inspection action required

3.3. To review and report on any other appropriate curriculum matter at the request of the governing board.

3.1. To monitor and advise the Federation Board by written report each term on the following:

3.1.1. School improvement work and leadership;

3.1.2. Overall performance of each of the schools including data on attainment;

3.1.3. School Committee effectiveness.

3.2. To monitor and advise the Board on:

3.2.1. Special Educational Needs (SEN) and inclusion across all federation schools

3.2.2. Partnership working within the federation and also externally;

3.2.3. Admissions- in relation to NoR

3.2.4. Safeguarding arrangements;

3.2.4.1. Within Federation schools

3.2.4.2. Strategically across the federation



#### **4.4. Administration**

4.4.1. The Standards Committee will meet at least once per term. The Committee's Chair or any two Committee members may call a meeting.

4.4.2. The Standards Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. The Chair of the Board may be an ex officio member of the Committee.

4.4.3. Additionally, up to two external co-opted members with particular expertise may be appointed to the Committee by the Board of Directors. The Board may not co-opt an employee of the School Federation if the result would be that the number of Committee members who are employees of the Federation (including the COO) would exceed one third of the Committee. Co-opted members of the Committee will have full participation rights.

4.4.4. Other Board members shall also have right of attendance and may fully participate in meetings, though the Committee may wish to exclude Employee Directors.

4.4.5. The Chief Operating Officer will be an ex officio member of the Standards Committee.

4.4.6. Other employees of the Federation may be invited to attend meetings but will have no voting rights.

4.4.7. The Chair of the Standards Committee will be appointed by and from the Board annually. Any other employees of the Federation may also not act as Chair, other than in exceptional circumstances agreed by the Board. If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting.

4.4.8. The Standards Committee will be quorate if at least three members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those member's present are required to be Board members [in the event of there being co-optees on the Committee] and no more than 50% may be employees of the Federation.

4.4.9. Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.

4.4.10. Administrative support will be provided by the Clerk to the Board.



4.4.11. Agendas will be agreed in advance by the Chair of the Standards Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

4.4.12. Minutes of meetings will be taken and submitted to the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.

4.4.13. The Standards Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.

4.4.14. The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).



Key	
<b>LFGB</b>	<b>Lighthouse Federation Governing Board</b>
<b>LFC</b>	<b>Lighthouse Finance/Resources Committee</b>
<b>LStC</b>	<b>Lighthouse Standards Committee</b>
<b>LSC</b>	<b>Lighthouse Standards Committee</b>
<b>LLSC</b>	<b>Lighthouse Local School Committee</b>
<b>LHB</b>	<b>Lighthouse Headteacher Board</b>
<b>DFE</b>	<b>Department for Education</b>
<b>COO</b>	<b>Chief Operating Officer</b>
<b>EHT</b>	<b>Executive Head Teachers</b>
<b>HTs</b>	<b>Head Teachers</b>
<b>DHT</b>	<b>Deputy Head Teachers</b>
<b>SDP</b>	<b>School Development Plan</b>
<b>SFVS</b>	<b>Schools Financial Values Standard</b>
<b>ROBI</b>	<b>Register of Business Interests</b>
<b>SCR</b>	<b>Single Central Record</b>
<b>SEND</b>	<b>Special Educational Needs &amp; Disabilities</b>
<b>H&amp;S</b>	<b>Health and Safety</b>