



Academy Committee

TERMS OF REFERENCE 2025-26 v1.0

1. OVERALL PURPOSE AND FUNCTION

The overall purpose of the Academy Committee is to hold to account the academy leadership for academic performance, quality of provision and the quality of safeguarding and care. This is done through scrutinising the SEF, Headteacher's Report and Standards Card, regular evaluation of the Academy Improvement Plan and other reports on progress towards achieving priorities, and through regular visits to the academy.

The Governors shall have regard to the Trust's Academy Committee Governance Planner, Governor Code of Conduct, Role Descriptions for specific roles, Governor Visits Policy and other guidance set out by the Trust Board and shall fulfil the responsibilities delegated by the Trust Board as set out in these Terms of Reference.

For an understanding of the full range of responsibilities held by the Trust Board and how these are delegated, please refer to the KAT Scheme of Delegation.

2. RESPONSIBILITIES

Standards

2.1 Ensure that the Trust's mission, vision, values and strategy are adopted and applied by academy leaders in a way that is appropriate for the academy and its community.

2.2 Work with senior leaders to identify areas for improvement and develop strategies to address them in line with the Trust's strategic objectives.

2.3 Monitor academy performance and improvement through regular reviews of performance data, including exam results and internal assessment data in terms of both attainment and progress. In doing so, have regard for the achievement of groups of learners whose learning is vulnerable, such as those eligible for the Pupil Premium and those who speak English as an additional language (EAL).

2.4 Ensure that the Trust's curriculum is being provided to pupils in an appropriate manner for the academy's context and that it meets the needs of all learners, including those whose learning is vulnerable.

2.5 Monitor co-curricular and enrichment opportunities.

2.6 Monitor careers provision (secondary academies only).

2.7 Ensure that the required policies and procedures are in place and that the academy is operating effectively in line with these policies.

2.8 Establish a strong relationship with the Headteacher in order to provide effective support and challenge. This includes providing feedback to their performance management process (the Chair will support trust executive leaders in the annual Headteacher's review, in line with the Pay Policy).

Safeguarding

- 2.9 Designate a link governor to take leadership responsibility for safeguarding.
- 2.10 Monitor the implementation of safeguarding policies and the effectiveness of procedures.
- 2.11 Monitor safeguarding data, attendance rates, behaviour, wellbeing and pastoral support.
- 2.12 Monitor safer recruitment of staff and volunteers.

SEND

- 2.13 Designate a link governor to take leadership responsibility for SEND.
- 2.14 Monitor the extent to which the Trust policy for pupils with special educational needs and disabilities (SEND) and school SEND Information Report is implemented.
- 2.15 Seek assurance that staff are trained to implement pupil strategies and support plans.
- 2.16 Monitor the extent to which pupils with SEND have the resources they need to succeed.
- 2.17 Ensure that pupils with SEND are well-supported and included in all aspects of academy life.
- 2.18 Monitor the overall effectiveness of the academy's SEND provision, referring to pupil outcomes and other relevant data such as that on attendance, behaviour and safeguarding.

Stakeholder Engagement

- 2.22 Consult stakeholders (parents, staff and pupils), monitor the resulting action plans and ensure that feedback is provided on actions taken. This will be via Trust commissioned surveys as well as locally operated engagement strategies such as focus groups, forums and councils.
- 2.23 Help stakeholders to understand the Trust's values and vision for the future.
- 2.24 Provide the Trust Board with insight into the challenges and opportunities faced by the academy's local community.

Other Responsibilities

- 2.24 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 is set out in the relevant policy and terms of reference.
- 2.25 Evaluate the Academy Committee's own performance annually and draft and implement a governance development / action plan.
- 2.26 Ensure that governor training is kept up to date in accordance with Trust Board expectations.
- 2.27 Feed back to the Trust (via the CEO, Chair of Trustees or Head of Governance) using the prescribed mechanisms, and without delay if there are concerns about the management of the academy.

3. COMPOSITION AND APPOINTMENT OF THE ACADEMY COMMITTEE

3.1 The composition of the Academy Committee shall be as follows:

- i. Up to six Trust appointed ('Trust') Governors **appointed by the Trust Board**, normally after nomination by the Academy Committee, such that the number of Trust appointed Governors is at least equal to the total of parent and staff governors. Parents may serve

as Trust Governors but staff may not, unless there are exceptional circumstances (to be determined by the Trust Board).

- ii. Two Parent Governors elected by the parents or carers of registered pupils at the academy.
- iii. One Staff Governor elected by the staff of the academy.

3.2 There is a total of nine posts available on the Academy Committee, although it is the view of the Trust Board that an Academy Committee can function effectively with seven members, depending upon the skills and experience of those in post.

4. TERM OF OFFICE OF GOVERNORS

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

4.2 Governors shall usually serve a maximum of two consecutive terms of office (though may be appointed to another Academy Committee within the Trust after that time).

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:

- i. Governors will receive notice of each meeting seven clear days before the date of the meeting,
- ii. The agenda, papers and minutes of Academy Committee meetings will be shared with the Head of Governance when they are issued to Governors,
- iii. Minutes will be signed by the Academy Committee Chair at the next meeting to verify that the minutes are a true record.

5.2 The 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).

5.3 Meetings will be serviced by a professional Clerk to Governors appointed by the Trust.

5.4 Quorum for a meeting of the Academy Committee will be three Governors entitled to vote.

5.5 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.

5.6 Matters are to be agreed at a quorate meeting, whether in person, virtual or hybrid, but not via email or on GovernorHub.

5.7 Any Member of the Trust Executive Group and the Head of Governance 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 where there are serious concerns about their performance in the role.

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:

- i. A secret ballot shall be held, conducted by the Clerk to the Academy Committee.
- ii. 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.
- iii. 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.
- iv. 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. REVIEW AND APPROVAL

The Trustees determine and approve these Academy Committee Terms of Reference annually at the end of each academic year, to take effect from 1 September.

The Board of Trustees, at its meeting on 8 July 2025, resolved to adopt these Terms of Reference.

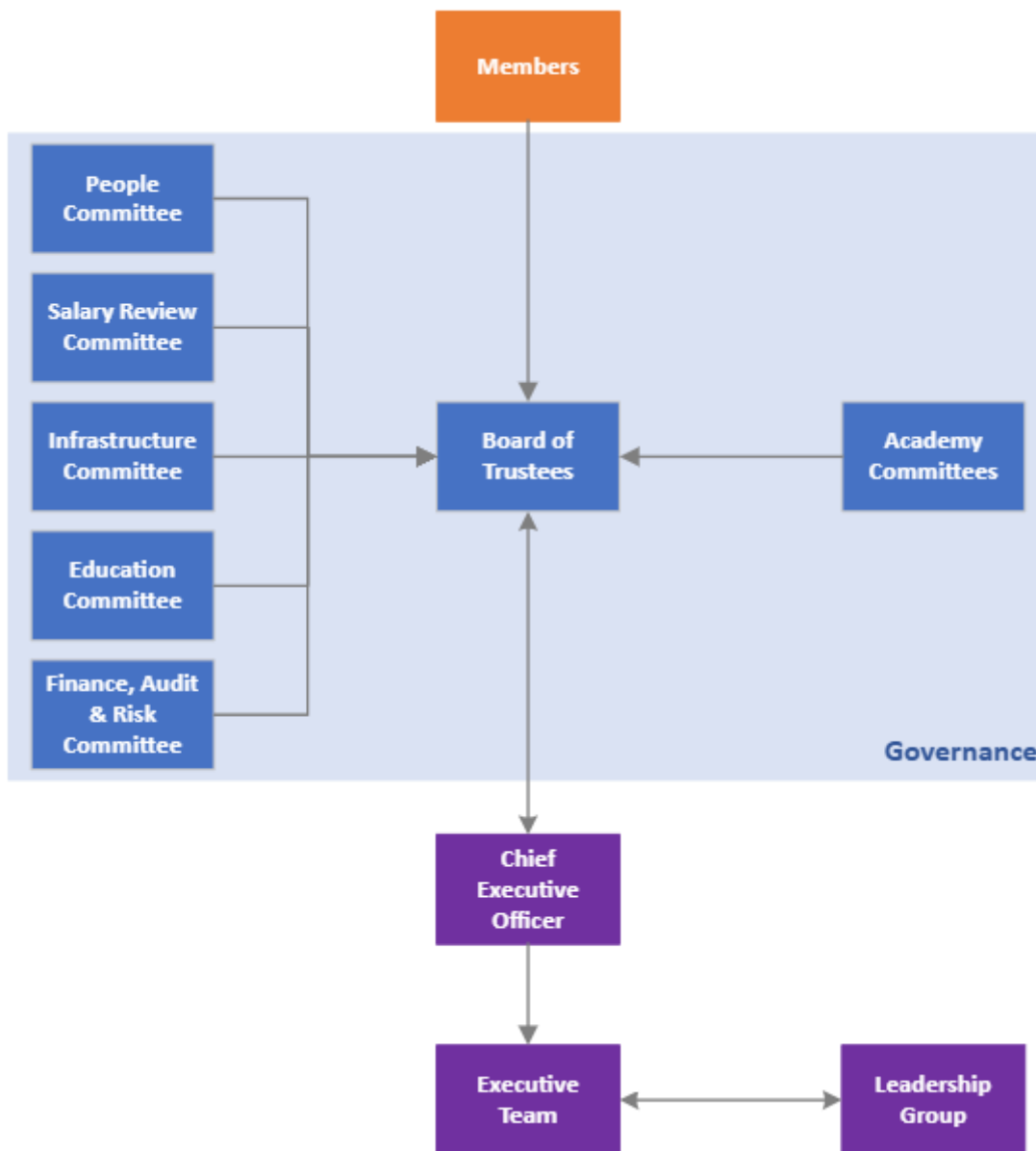
Signature



Claire Higgins (Chair of the Trust Board)

Date of signature: 8 July 2025

Appendix: The KAT Governance organogram



Terms of reference for all committees can be found in the GovernorHub Resources area and on the Trust website.