The Holy Spirit Catholic Multi Academy

'With grace and humility, glorify the Lord by your life.'

CATHOLIC LIFE COMMITTEE TERMS OF REFERENCE

These terms of reference were approved and adopted by The Holy Spirit MAC.

Policy Ratified on:	**15th July 2025**
Signed by Director of the Academy Trust Company	
Signed by the CEO	
Next Review:	**July 2026**

Introduction

The Board of Directors of the academy company is responsible for mission and strategy. They set the vision, ethos and strategic direction. They determine the policy and procedures of the academies. They hold the Principals to account for the educational performance of the academies they lead. They monitor the use of the academies' budgets. They monitor, evaluate and review the strategic framework that underpins the running of the academies.

The Board provides for the strategic running of the academies by establishing core committees, devolving responsibilities and delegating tasks to those committees to undertake the key strategic functions required for running all the academies in a collaborative manner. The core committees focus on decision making in relation to strategy, policy and procedures to be implemented across all the academies.

Overall purpose

The main functions of this committee are to:

- Provide a unity of purpose for the work of our Catholic academies, which has its roots in their mission to make Christ known to all people, working with parents as the primary educators of their children, funded by the State to provide a high-quality, broad and balanced education that prepares children well for the next stages of learning and for adult life.
- Provide a strong policy, monitoring, evaluation and reporting framework, so the academies meet the needs of children who form the core of the academy communities, extending their experience of community through work with parents, the parishes, the neighbourhoods, other academies and schools, and learning partnerships, as well as with national and international charitable agencies and communities.
- Enable the academies to be accountable for building a strong, Catholic collaborative learning community, rooted in the teachings of Christ and his Church and the values of the Gospel, by ensuring the academies form good relationships and effective communication with all stakeholders that benefit the children's learning, formation, attainment and progress.
- Make recommendations to the Board of Directors and to other committees as necessary and appropriate.

Membership

- The membership is determined by the Board of Directors at its first meeting in the Autumn Term. There are four members of the committee.
- The Directors are:
    - Paul Glen – Chair
    - Jessica Moore – Vice Chair
    - Avril Staley
    - Sinead Smith
- The Associate Members of the committee are:
    - **One Principal or Vice Principal**
    - **One Education Standards Committee rep**
- Those given permission to attend committee meetings as observers/advisers are: senior leaders and those responsible for RE and Catholic life, as required.

Quorum

- Three (minimum).
- A majority of those present for a vote must be Directors.

Chair of committee:

- As elected by voting members of the committee at the first meeting of the year
    - **Paul Glenn**

Vice chair of committee

- As elected by voting members of the committee at the first meeting of the year
    - **Jessica Moore**

Clerk

- Appointed by the Board of Directors- **Lisa McCord**
- In the absence of the clerk, the committee may choose one of its members or another person to clerk the meeting. The Principals do not clerk any meetings of the Board of Directors or any of its committees.

Meeting frequency for the academic year

- Three times per year- one meeting each term

Date of review

- Annually: **July**

Meetings

- Meetings will be conducted in accordance with the Board of Directors' Code of Practice.

Key area: Mission

Function

- To discharge the Directors' responsibilities for reviewing and revising the mission statement of its academies.
- To carry out tasks delegated by the Board of Directors relating to the academies' mission, for example, matters to do with principle, policy, strategy and cross-academy collaboration in relation to:
    - Religious Education;
    - Collective worship and liturgy;
    - Partnership with the parishes;
    - Partnership with other Catholic academies and schools; and
    - Partnership with the diocese.
- To arrange appropriate director training to ensure Directors (and ESC Representatives) know and understand:
    - The distinctive nature and purpose of a Catholic academy;
    - The role of Directors of a Catholic multi-academy company and its academies;
    - The responsibilities of Directors of a Catholic multi-academy company and its academies, including to the diocesan bishop;
    - Requirements relating to Religious Education, and Directors' policy on sex and relationships education; and
    - Any other matter related to mission identified through an audit of the Board of Directors' (and ESC Representatives) knowledge, skills and experience or at the request of Directors.
- To discharge the Directors' responsibilities with respect to preparing for, engaging with, and responding to the outcomes of Section 48 inspections.
- To prepare for the Board of Directors an annual summary report, which reviews how the committee has discharged its responsibilities to implement, maintain and further develop the mission of the academies and their Catholic character, in order to benefit the pupils of the academies and impact on their learning, formation, attainment and progress.

Key area: Community

Function

- To discharge the Directors' responsibilities for promoting the community life of the academy, for example:
    - Partnership with parents;
    - Relations with the local community, other academies and schools, and business partnerships;
    - Engagement with charitable outreach; and
    - By contributing to community cohesion in a variety of ways.
- To carry out tasks delegated by the Board of Directors relating to community matters, for example, matters to do with principle, policy, strategy and cross-academy collaboration in relation to:
    - Arrangements for liaison with parents;
    - The home-academy agreement;
    - Arrangements for pupil record keeping and reporting pupil progress.
- To discharge the Directors' responsibilities with respect to:
    - Adopting, implementing, monitoring, evaluating and reviewing the academies' Admissions Policies; and
    - Addressing any queries, concerns or complaints arising.
- To arrange appropriate director training to ensure Directors (and ESC representatives) know and understand:
    - The requirements of the School Admissions Code and the School Admission Appeals Code; and
    - Any other matter related to community identified through an audit of the Board of Directors' (and Academy Representatives) knowledge, skills and experience or at the request of Directors.
- To prepare for the Board of Directors an annual summary report, which reviews how the committee has discharged its responsibilities to implement, maintain and further develop the community life of the academies, in order to benefit the pupils of the academies and impact on their learning, formation, attainment and progress.

Key area: Communication

Function

- To discharge the Directors' responsibilities with respect to the academies' strategy for communication.
- To carry out tasks delegated by the Board of Directors relating to communication, for example: matters to do with principle, policy, strategy and cross-academy collaboration in relation to:
    - Arrangements for communication with stakeholder groups and with individuals, for example parents;
    - Relations with the media on academy related matters;
    - Formal consultations; and
    - Public notification of significant changes such as the organisation of any of the academies and staffing.
- To discharge the Directors' responsibilities with respect to statutory requirements regarding the academies' websites.
- To discharge the Directors' responsibilities with respect to:
    - Adopting, implementing, monitoring, evaluating and reviewing the academies' complaints policy; and ensuring it is readily accessible to parents; and
    - Addressing any queries, concerns or complaints arising.
- To arrange appropriate director training to ensure Directors (and Academy Representatives) know and understand:
    - The purpose and use of the academies' complaints policy; and
    - Any other matter related to communication identified through an audit of the Board of Directors' (and ESC Representatives) knowledge, skills and experience, or at the request of Directors.
- To prepare for the Board of Directors an annual summary report, which reviews how the committee has discharged its responsibilities to implement, maintain and further develop an effective communications strategy, in order to benefit the pupils of the academies and impact on their learning, formation, attainment and progress.