The Holy Spirit Catholic Multi Academy

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

COMMITTEE OF PRINCIPALS

TERMS OF REFERENCE

The Committee of Principals 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

Strategy

The Board of Directors of the academy company is responsible for 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.

The core committees are:

- The Catholic Life Committee
- The Standards & Strategy Committee
- The Finance and The Audit Committee
- The Pay Committee

Operational

The Board must establish an Education Standards Committee for each academy, which provides for the operational running of each academy, drawing on local representation rooted within the academy's staff, parental, parish and neighbourhood communities.

The Education Standards Committee will: oversee the implementation of the Directors' strategy, policy and procedures; monitor the effectiveness of the management in running the academy in accordance with the Directors' strategy, policy and procedures; and report on the impact of the Directors' strategic framework on the quality of provision, performance and standards of the academy.

Tactical

The Board will establish a Committee of Principals. The Principals form the professional advisory body to provide advice, guidance and support on the Directors' strategic framework, working with the core committees of the Directors. The Board, mainly but not exclusively through its core committees, will seek advice from and delegate tasks to the Committee of Principals and ensure that effective tactics are used to deliver the Directors' strategy and policy across all the academies.

Overall purpose

The main functions of this committee are to:

- Provide a service to the Board of Directors and its core committees, of professional advice, guidance and support on all matters related to the management of the academies and the core business of teaching and learning and formation.
- Provide a forum for professional decision making in order to advise and support the Board of Directors determine strategy, policy, plans and targets, in order to: meet the needs of all pupils; develop the professional practice of all staff; and to use the finances and resources to achieve best value for money.
- Provide a forum for monitoring the performance of the individual academies by sharing data and evaluations of each of the academies, and moderating judgements on their performance, standards, effectiveness and capacity to improve, using the Ofsted criteria / Section 48 expectations, to better inform and shape the Board of Director's strategy for improvement.
- Provide a mechanism for developing a healthy relationship of challenge and support between Principals, which promotes individual accountability for standards in the academies they lead, and collective responsibility to improve standards leading to collaborative action.
- Enable the Principals to influence strategy and policy, support planning, and provide feedback to the Board of Directors on all matters related to the governance and management of the academies.
- Enable the Principals to develop the characteristics, qualities and skills to work collaboratively, commit to joint practice, create the cultural norms of cross-academy working, and build the capacity for distributive leadership at all levels.
- Make recommendations to the Board of Directors and to other committees as necessary and appropriate.

Membership

- The membership consists of all the Principals employed by the Board of Directors and the CEO.
- Those given permission to attend committee meetings as observers/advisers are: Claire Wright, School Improvement Lead & other senior leaders as necessary.

Quorum

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

Chair of committee:

- As elected by voting members of the committee at the first meeting of the year:

Vice chair of committee

- As elected by voting members of the committee at the first meeting of the year:

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 dates for the academic year

- At least **six times** a year
- Dates: **Half termly**

Date of review

- Annually: **July**

Meetings

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

Key areas

The Principals, reporting directly to the CEO, will:

- Routinely and regularly, share and keep under review the performance and standards data for their academies, including: progress data towards annual pupil targets; end of year results against annual pupil targets; national assessments, examination and test results; Ofsted data dashboard information, and any other sources of data.
- Routinely and regularly, share and keep under review data on pupil attainment, progress and standards, in year groups, class groups, in relation to pupils with specific characteristics, etc.
- Routinely and regularly, share and keep under review their academy self-evaluation forms and judgements in order to moderate: the overall judgements on the academies' strengths and weaknesses; the priorities for improvement; the implications for staff development and financing.
- Routinely and regularly, share and keep under review their collective assessment of the effectiveness of each of the academies and prioritise what needs to be done in the academies and report to the Board of Directors and / or any of the appropriate core committees.
- Draft for the Board of Directors and / or its core committees policies, plans, evaluations, reports, and any other documentation as required.
- Carry out any other tasks delegated by the Board of Directors or any of its core committees.
- Respond to any appropriate requests for advice, guidance and support made by the Principal and /or the Chair of the individual Education Standards Committee.
- Routinely and regularly, share and keep under review any matters of concern in relation to the functioning or effectiveness of the academies and ensure that they are addressed as a matter of urgency and / or reported to the Board of Directors and / or any of its core committees.