The Holy Spirit Catholic Multi Academy

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

EDUCATION STANDARDS COMMITTEE TERMS OF REFERENCE

These Terms of Reference have been 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 Holy Spirit MAC 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 Audit Committee
- The Pay Committee

Operation

The Board has established a 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. In the case of the Holy Spirit MAC, this committee will be called the Education Standards Committee.

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.

Implementation

The Board will establish a Committee of Principals, including the CEO and the Principal of each academy. 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 methods are used to deliver the Directors' strategy and policy across all the academies.

Overall purpose of the committee

- Provide the assurance that the strategy and policies of the Board of Directors are implemented at a local level in the academy.
- Provide a strong monitoring, evaluation and reporting framework, so the education provided by the academy meets the needs of children in its care.
- Enable the academy 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 via the SEP to the Board of Directors and to other committees as necessary and appropriate.

Membership of the Board of Directors

- Jim Foley (Chair)
- Paul Glenn
- Michael Green
- Jessica Moore
- Philip Richardson (Vice Chair)
- Sinead Smith (Professional Advisor to the Board, CEO- none voting)
- Avril Staley
- Philip Yeomans

Membership of the Education Standards Committee (ESC)

- Board members are not permitted to be members of any ESC but can attend any ESC meeting.
- The membership is defined in the 'Constitution of the Education Standards Committee'
- There are a minimum of nine members of each ESC committee.
    - 6 Foundation Governors
    - 2 Parent Governor
    - 1 Staff Governor
- The ESC Representatives are:

Local Governance September 2025

Role	St. Thomas More	Our Lady & St. Joseph & St. Anne's	St. Benedict's	St. Francis
Foundation 1	Phillipa Cole (Chair)	James Crawford (Chair)	Gez McDonald	Jamie Ison (Chair)
Foundation 2	Darren McHale	John Dyer (Vice Chair)	Nicola Osborne (Vice Chair)	Tisenolo Sexton (Vice Chair)
Foundation 3	Pauly Palamattom (Vice Chair)	Joan Haywood	Sara Pearman	Fr Patrick Brennan
Foundation 4	Diane Compton Belcher	Eric Amaechi	Natalie Anderton (Chair)	Shannon Leese
Foundation 5	Charlotte Culleton	Anna Goldiszewicz	Dean Sherratt	Sandie Wilson
Foundation 6	Julie Sedgley	Fr. Pious Mmanda	VACANCY	Mary Skagg
Staff	Tom Harris	Claire Brayne	Judith Finelli	Michelle Rogers/Sarah Ealing
Parent	Raj Mistry	Victoria Lowrence-Rudkin	Arron Owen	Claire Wapples
Parent	Aaron Tamborski	Oluwatosin Johnson Olowookere	VACANCY	VACANCY

The ESC for St. Anne's & Our Lady & St. Joseph Catholic officially amalgamated in September 2020.

- Those given permission to attend committee meetings as observers/advisers are: the CEO and other senior leaders as required.

Quorum

- The Scheme of Delegation states, the quorum for a meeting of the Education Standards Committee, and any vote on any matter thereat, shall be any one half (rounded up to a whole number) of the total number of Representatives holding office at the date of the meeting.

- The Education Standards Committee may act notwithstanding any vacancies on its board, but, if the numbers of persons serving is less than three, the continuing persons may act only for the purpose of filling vacancies.

The Chair and Vice Chair of the Committee

- The Scheme of Delegation states that Representatives to the Education Standards Committee shall each school year, at their first meeting in that year, elect a chairman and a vice-chairman. The chairman's position shall always be held by an Academy Foundation Representative. An Academy Foundation Representative who is at the time of election already a Director of the company shall be eligible for election as chairman or vice-chairman. The Principal of the academy is not eligible to stand for election as chairman or vice-chairman.

Chair of committee

St. Thomas More	St. Anne's	Our Lady & St. Joseph	St. Benedict's	St. Francis
Philipa Cole	Jim Crawford	Jim Crawford	Natalie Anderton	Jamie Ison

Vice chair of committee

St. Thomas More	St. Anne's	Our Lady & St. Joseph	St. Benedict's	St. Francis
Pauly Palamattom	John Dyer	John Dyer	Nicola Osbourne	Tisenolo Sexton

- Those permitted to attend committee meetings as observers/advisers are: any member of the Board of Directors.

Clerk

- Appointed by the Education Standards Committee Sharn Eggleton
- 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, once every half term.

Date of review

- Annually: July

Meetings

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

Key areas

Function

The Directors shall delegate functions to the Education Standards Committee that relate to:

- The Catholic life.
- The day-to-day life of the academy; the health and safety arrangements; the implementation of the academy's curriculum plans; the arrangements for teaching and learning.
- The culture and traditions of the academy as a unique community with a specific school, parish, community and locality, identity and history.
- Communication and the appropriate formation of relationships with parents of pupils attending the academy to work with and support them in their role as primary educators of their children.
- Engagement with the parish priest and local Church and parish community to work with and support them as they contribute to the religious, spiritual, moral, social and cultural formation of the pupils in the school.
- Relationships with other local schools, agencies and businesses, as well as the wider neighbourhood community that enhances the quality of education provided by the academy for its pupils.
- Providing evaluative feedback and supporting evidence to the Directors on the impact and effectiveness of both the company's and the academy's collective and individual: aims and objectives; policies; targets; and plans.
- The responsibility for managing the academy's budget allocation and carrying out any tasks listed in the Scheme of Delegation in accordance with the policies of the Directors (see 7.2 'Finance').
    - *The accounts of the Company shall be the responsibility of the Directors but the Education Standards Committee shall provide such information about the finances of the Academy as often and in such format as the Directors shall reasonably require. Without prejudice to the above, the Education Standards Committee shall receive monthly management accounts for information.*
    - *The Education Standards Committee shall ensure that the proper procedures put in place by the Board of Directors for the safeguarding of funds and that the requirements of the*

Academies Financial Handbook are observed at all times as well as any requirements and recommendations of the Directors and the Secretary of State.

- *The Education Standards Committee shall be informed by the Directors via the SEP of any need for significant unplanned expenditure.*

- *The Education Standards Committee shall comply with appropriate risk management strategies set out by the Board of Directors.*

- *Both the Company and the Education Standards Committee acknowledge that neither the Diocesan Bishop nor the Diocesan Trustees have any financial responsibility for the Company or the Academy in any situation and that the Founder Member's financial responsibilities are as set out in the Articles.*

- The responsibility for maintaining the buildings and premises of the academy and any tasks listed in the Scheme of Delegation in accordance with the policies of the Directors (see 7.3 'Premises').

    - *Subject to and without prejudice to clause 7.4* [on insurances], *the maintenance of the buildings and facilities used in respect of the Academy is the responsibility of the Board of Directors but will be monitored by the Education Standards Committee, who shall have regard at all times to the safety of the users of the buildings and the facilities and the legal responsibilities of the Company (and/or any others) as tenant to the owners of such buildings and facilities.*

    - *The Education Standards Committee will be informed of the 5 year estate management strategy, decided by the Board of Directors, to be submitted to the Trustees for their approval that will identify the suitability of building and facilities in light of long term curriculum needs and the need for and availability of capital investment to meet the MAC's responsibility to ensure the buildings and facilities are maintained to a good standard.*

    - *The responsibility for any disposals or acquisitions of land to be used by the Academy will be that of the Company subject always to the approval of the Trustees and in accordance with the provisions of the Master Funding Agreement.*

- The responsibility for using all reasonable endeavours to ensure none of the terms of any insurance policies are breached; in the event there may be a breach or a claim the Education Standards Committee must inform the Directors as stated in the Scheme of Delegation (see 7.4 'Insurances').

- The responsibility for the process to appoint staff other than the Principal and Vice Principal and, where the academy is a secondary school, the Head of Religious Education and the Chaplain, in accordance with the policies, terms and conditions, contracts and pay policy of the Board of Directors (see 7.5 'Staff').

- The responsibility to do all such things as the Directors may specify as being necessary to ensure that the academy company is meeting its legal obligations in accordance with the policies of the Board of Directors (see 8 'OperationalMatters' in the Scheme of Delegation).

8.1 The Education Standards Committee shall comply with the obligations set out in Appendix B which deals with the day to day operational of the Education Standards Committee.

8.2 The Education Standards Committee will comply with all policies of the Company.

8.3 All the ESC Representatives have a duty to act with integrity, objectivity and honesty in the best interests of the Company and the Academy and shall be open about decisions and be prepared to justify those decisions except in so far as any matter may be considered confidential.

8.4 The Education Standards Committee shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Directors may require from time to time.

- The responsibility to carry out any other tasks delegated by the Board of Directors or provide any information requested by the Board or any of its core committees.

- The responsibility to ensure the academy is implementing the Board of Directors' policy, is performing well and achieving high standards, and gather evidence in relation to:

    - The Catholic life of the school;
    - The effective delivery of the curriculum;
    - The management of assessment and target setting;
    - The effectiveness of teaching and learning;
    - Monitoring national assessments, examination and test results, Ofsted data dashboard, and the academy's tracking data on pupil attainment and progress;
    - Monitoring the academy's implementation of the Directors' policies on SEND, inclusion, pupil behaviour and discipline, attendance, exclusions, child protection, safeguarding and Pupil Premium;
    - Preparation for and engagement in Section 5 and Section 48 inspections;
    - Working with parents to improve children's learning, attainment and progress;
    - Administration of the Directors' Admissions Policy and appeals;
    - Monitoring the academy's website;
    - The management of the Directors' Complaints Policy and appeals;
    - Self-evaluation of the academy;
    - Monitoring the academy's improvement plan;
    - Monitoring their own effectiveness as an Education Standards Committee;

- Acting in accordance with the Board of Directors' Code of Practice;
- Holding the Principal to account in a relationship of challenge and support.