Holy Cross Catholic MAC

(The 'Company)

TERMS OF REFERENCE

Catholic Life and Welfare Committee

Responsible for Policy	Marina Kelly
Committee/Board Approval Date	September 2026
Date of Policy Review	September 2027

Document Control:

Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	Draft	June 2019	J Parry	HCCMAC, Central Team	Draft document for Board Approval
1.1	**Approved**	5 Sept 2019		MAC Board	Approved by MAC Board of Directors
2.0	**Approved**	2 Sept 2020	J Parry	HCCMAC, Central Team	Amended terms of Reference approved by MAC Board.
2.1	**Approved**	1 Sept 2021		HCCMAC, Central Team	Approved by MAC Board.
2.2	**Approved**	19 October 2022		HCCMAC, Central Team	Approved by MAC Board
3.0	**Approved**	5 Dec 2023	J Parry	HCCMAC, Central Team	Amended terms of reference presented to MAC Board 20 December 2023
4.00	**Approved**	11 Sept 2024	J Parry	HCCMAC, Central Team	Draft presented to MAC Board for approval
5.00	**Approved**	Sept 2025	J Parry	HCCMAC, Central Team	Annual review of Terms of Reference
6.0		Sept 2026		HCCMAC, Central Team	Annual review of Terms of Reference

Terms of Reference – Catholic Life and Welfare Committee

1. Introduction

The board of directors (Directors) of Holy Cross Catholic Multi Academy Company (the Company Board) has established a committee of the Company Board to be known as the Catholic Life and Welfare Committee.

The Committee is authorised to:

- Carry out any activity authorised by the MAC Board;
- Investigate any activity within its terms of reference or specifically delegated to it by the Board;
- Seek any appropriate information that it requires from any officer within the Company and all officers shall be directed to co-operate with any request made.
- Request staff attend a meeting of the committee to present information or to answer questions on a matter under discussion.
- Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of the Board. However, the Committee may not incur expenditure without the prior approval of the Board of Directors
- Establish time-limited task groups where appropriate.

2. Catholic Life and Welfare Committee Responsibilities

The Catholic Life and Welfare Committee is responsible to the MAC Board under the following terms of reference:

a) Ensuring the provision of spiritual, moral, social and cultural education that reflects the teachings of Christ and his Church and the values of the Gospel, in keeping with the MAC's Catholic character:
   - ensuring that the schools maintain a true Catholic character and meet the requirements of the Archdiocese in spiritual attitude.
   - ensure that the pupils' religious education is thorough and fully in conformance with the Catholic church's teachings.
   - ensure that arrangements for children to receive the sacraments of Reconciliation, Holy Communion and Confirmation are in place.
   - ensure that pupils have access to a varied programme of spiritually-based activities.
   - ensuring that there are adequate arrangements in place for pupils to regularly attend Mass.

b) Approve the policy and provision for collective worship.

c) Monitor strategic plans and key performance indicators in relation to attendance, (staff and student), exclusions, child protection, careers,

destinations, behaviour, professional development and learner/parent/staff satisfaction.

d) Periodically review the Behaviour Policies and approve changes on behalf of the Multi-Academy.
e) Monitor the Multi-Academy Company's performance in relation to Safeguarding, Equality and Diversity and Learner Involvement.
f) Maintain strategic overview of the provision made for pupils with special educational needs and for Pupil Premium students.
g) Ensure the MAC is meeting legislative and legal requirements in relation to admissions and safeguarding.
h) Monitor the MACs effectiveness of communication between schools and parents and other stakeholders, including reporting to parents.
i) Ensure that MAC schools promote the welfare, emotional wellbeing and mental health of students and staff
j) Publish annually an 'Equality information and objectives statement' and review equality objectives every four years.
k) Approve all policies relating to staffing matters as required.
l) Ensure that procedures are in place for managing staffing issues, through adoption of local authority model policies and to ensure that all staff are made aware of these, including policies for capability, attendance management, disciplinary issues, grievances and redundancies.

3. Membership and Administration

3.1 Membership

- The Committee will consist of at least two Directors of the Board together with the Chief Executive Officer (CEO). Additionally, another co-opted may also be appointed. Any Director may attend and vote at Committee meetings.
- No vote on any matter shall be taken at a meeting of the Committee unless the majority of the Committee members present are Directors.
- The Committee will be quorate if (i) three members are present (at least one of which must be a Director or (ii) two Directors are present. No resolution may be passed by the Committee unless at least two Directors are present in the relevant meeting.
- The Chair of the Committee shall be appointed by Directors.
- Each school year the Committee shall, at their first meeting in the year, elect a Vice-Chair from among their number.
- Agendas will be agreed in advance by the Chair of the Committee (based on, but not limited to, a pre-agreed annual schedule of activity; provided that any member may request that a matter is included in the agenda.

3.2 Proceedings of Committee Meetings

- This Committee reports directly to the MAC Board of Directors which receives minutes, reports and recommendations from the Committee.
- All members have equal voting rights.
- In the event of an equal division of votes, the Chair shall have a casting vote.
- However, no vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors.
- The Committee shall be responsible for the setting up of any sub-committee to hear any matters in connection with staff disciplinary, capability, redundancy, absence or grievance matters. (See also the policies and procedures adopted by the directors, namely: Redundancy Procedures; Grievance and Discipline Procedures; Managing Staff Sickness Absence; Capability Procedures).
- The Committee shall meet at least three times a year but may meet more frequently as required.
- Administrative support will be provided by the Company Clerk.
- The Committee will review terms of reference and self-assess its performance against these terms of reference on an annual basis.