Holy Cross Catholic MAC

(The 'Company')

TERMS OF REFERENCE

Quality Committee

Responsible for Policy	Marina Kelly
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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 to include ToR of Estates sub-committee from Sept 2023 Presented to MAC Board 20 December 2023
4.0	**Approved**	11 Sept 2024	J Parry	HCCMAC, Central Team	Draft presented to MAC Board for approval
5.0	**Approved**	September 2025	J Parry	HCCMAC, Central Team	Annual review of Quality Terms of Reference
6.0		September 2026		HCCMAC, Central Team	Annual review of Quality Terms of Reference

Quality Committee Terms of Reference

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 Quality 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. Quality Committee Responsibilities

The Quality Committee will exercise responsibility for and oversight of:

- Maintaining an oversight of the Multi-Academy Company's performance and development in relation to curriculum and standards, including in RE, both at individual schools and from a whole Company perspective.
- Developing strategic plans and key performance indicators in relation to attainment, achievement, attendance, destinations, pupil premium, discipline, professional development and learner/parent/staff satisfaction.
- Monitor the Multi-Academy Company's performance at a strategic level in relation to attainment, achievement, attendance and destinations for all pupils and groups of pupils and recommend to the Board annual targets in these areas, and monitor the Multi-Academy's progress towards achieving them.
- Monitor and review the implementation and impact of Curriculum policy across the schools.
- Liaise with Resources Committee to monitor annually the continued professional development of all staff.

- Monitor the implementation of Improvement Plans including the MAC's School Improvement Framework, individual School Improvement Plans and any action plans arising from Inspections and externally commissioned reviews.
- Review annually the impact and effectiveness of the MAC's self-assessment procedures and the effectiveness of the actions taken to improve standards.
- Receive reports from external agencies relating to quality and curriculum matters and action plans arising as appropriate.
- Ensure the Curriculum contributes to community cohesion
- Summarise activity termly to the Board of Directors and the Accounting Officer as a critical element of the Company's reporting requirements.

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 shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Company.