



Orchard Community Trust

SMSC and Christian distinctiveness Committee

(A sub-committee of the OCT Trust Board)

Terms of Reference:

1.0. Responsibilities

The main function of the committee is to support, advise, monitor and challenge on matters relating to the distinctiveness and effectiveness of St. Mark's CE Primary School as a church school and to ensure that the RE curriculum and SMSC work done in the other MAT schools is effective and appropriate and the impact which this has on the pupils and whole school community, in particular:

1.1. The relationship between the school and St. Mark's church.

1.2. The development of joint projects between school and church such as a shared charity, activities and community work/activities.

1.3. The relationship between the school and the local, national and global communities.

1.4. The impact of collective worship on the school community.

1.5. The effectiveness of religious education in all schools.

1.5. The impact of school values and, at St. Mark's, Christian values within the curriculum and the wider life of the school particularly in pupils' spiritual, moral, social and cultural development.

1.6. The way in which St. Mark's school makes provision for the future leadership of church schools.

1.7. The way in which the Christian character of St. Mark's school is monitored and evaluated in terms of its impact on pupils, staff, parents and the wider community.

1.8. To make recommendations to the Governing Body on relevant policy matters in preparation for the Statutory Inspection of Anglican and Methodist Schools at St. Mark's and for OFSTED inspection at all of the schools.

2.0. Administration

2.1. The SMSC and Christian distinctiveness Committee will meet at least once per term. The Committee's Chair or any two Committee members may call a meeting.

2.2. The SMSC and Christian distinctiveness Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. The Chair of the Board may be an ex officio member of the Committee.

2.3. Additionally, up to two external co-opted members with particular expertise may be appointed to the Committee by the Board of Directors. The Board may not co-opt an employee of the Academy Trust if the result would be that the number of Committee members who are employees of the Trust (including the SEL) would exceed one third of the Committee. Co-opted members of the Committee will have full participation rights.

2.4. Other Board members shall also have right of attendance and may fully participate in meetings, though the Committee may wish to exclude Employee Directors.

2.5. The SEL will be an ex officio member of the SMSC and Christian distinctiveness Committee as will, where appointed, the Head of School Improvement.

2.6. Other employees of the Trust's may be invited to attend meetings but will have no voting rights.

2.7. The Chair of the SMSC and Christian distinctiveness Committee will be appointed by and from the Board annually. The SEL or Head Teacher of an Academy may not act as Chair of the Committee. Any other employees of the Trust may also not act as Chair, other than in exceptional circumstances agreed by the Board. If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting.

2.8. The SMSC and Christian distinctiveness Committee will be quorate if at least three members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members [in the event of there being co-optees on the Committee] and no more than 50% may be employees of the Trust.

2.9. Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.

2.10. Administrative support will be provided by the Clerk to the Board.

2.11. Agendas will be agreed in advance by the Chair of the SMSC and Christian distinctiveness Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

2.12. Minutes of meetings will be taken and submitted to the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.

2.13. The SMSC and Christian distinctiveness Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.

2.14. The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).

Agreed by Trust Board 21st November 2019

To be reviewed in November 2020