



Diocese of Norwich
Education and
Academies Trust

DIOCESE OF NORWICH EDUCATION & ACADEMIES TRUST

LOCAL GOVERNING BODY ETHOS & COMMUNITY COMMITTEE

TERMS OF REFERENCE

Date Created:	September 2017
Date Last Reviewed:	August 2020
Date Adopted by LGB:	Autumn 2020

1 Purpose

The Ethos and Community committee will promote the key features of church school distinctiveness as outlined by Dearing (The Way Ahead 2001):

- The Headteacher committed to the Christian character of the Church of England academies
- Collective Worship with distinctive Christian elements every day in all Church of England academies
- Excellence in Religious Education
- Observance of Christian festivals and the seasons of the Church year (as appropriate for community academies)
- Active and affirming relationships with local churches (as appropriate for community academies)
- Proclamation by the Church of England academies as church academies (not applicable to community academies)

In addition, the committee will be responsible for fostering good relationships with parents/carers and the local community.

2 Membership

The Committee shall comprise of at least 3 Governors at least one of whom has specific, relevant skills and experience.

The Committee may have in addition such non-voting members as the Local Governing Body shall appoint with the approval of the Trust.

The Local Governing Body or the Trust may remove or replace a member of the Committee at any time.

It is recommended that the RE Subject Leader is a member of the committee.

Groups of children may be invited to attend part of each meeting or submit their views and to facilitate discussions.

3 Quorum

The quorum shall be three Governors or 1/3 rounded up, whichever is the greater.

4 Meetings

4.1 Frequency

The Committee shall meet in accordance with the Trust Governance Framework. Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

4.2 *Chairing*

The Full LGB will appoint a Committee Chair at either the last meeting held in the previous academic year or at its first meeting held in the Autumn Term. The Staff Governor may not hold the position of Chair.

4.3 *Clerking*

The Local Governing Body should appoint a clerk to the committee to ensure that accurate minutes of the meeting are taken. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The Clerk to the committee will upload the agenda and supporting papers to the relevant folder on GovernorHub no less than 7 days prior to the meeting date.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

4.4 *Voting*

All members of the Committee may vote at committee meetings.

4.5 *Declarations of Pecuniary and Personal Interests*

Trustees should ensure that any pecuniary or conflicts of interest are declared at each meeting by everyone present.

4.6 *Frequency of review and approval of Terms of Reference*

The Terms of Reference will be reviewed by the Head of Governance on an annual basis. Changes (other than annual revision of dates) will be approved by the Trust Board. The Terms of Reference will be issued to the LGB annually for them to adopt.

4.7 *Frequency and scope of self-assessment*

The work of the Committee will be reviewed annually in the summer term via Annual LGB Self-Assessment.

5 Delegated Powers

5.1 The Committee shall act in accordance with the responsibilities delegated to it under the Scheme of Delegation (see Appendix 1 below).

5.2 The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including members of Academy staff or other governors.

6 Key Responsibilities

For Church of England Academies: To support the academy in maintaining and developing its Christian ethos, in accordance with the Trust's ethos and mission statement as laid out in the Scheme of Delegation (see Appendix 1 below).

For Community Academies: To support the academy in maintaining and developing its Community ethos, in accordance with the Trust's ethos and mission statement as laid out in the Scheme of Delegation (see Appendix 1 below).

7 Key Tasks

The Trust recognises the desire to protect the distinctly Christian foundation of the Church of England academies but also recognises that in some cases a Church of England academy may be in federation with a Community academy so the committee is at liberty to interpret the tasks below to suit the needs of each academy.

7.1 Ethos

1. To ensure that all academy leaders contribute to sustaining, developing and nurturing the academy's Christian (or Community) ethos
2. To ensure the academy develops a corporate life which attempts to glorify God in developing the full human potential of each person - whether pupil, member of staff, parent or governor (not applicable to Community academies)
3. To ensure that Christian principles are embedded in the day to day life of the academy.
4. To regularly monitor and review the academy's self-evaluation as a Church of England academy, ensuring that self-evaluation is ongoing, contributes to academy improvement and ensures good preparation for and outcomes from a SIAMS inspection (not applicable to Community academies)
5. To ensure the academy, through its distinctive Church of England Christian character (or Community ethos), meets the needs of all learners
6. To ensure that the importance of Religious Education is demonstrated in line with the Trust's RE strategy and is recognised via the RE Quality Mark.
7. To ensure learning and teaching in Religious Education is effective and progress of pupils' learning is assessed.
8. To ensure Collective Worship inspires and enhances the spiritual development of pupils and staff, of all faiths or of none.
9. To ensure that all pupils take part in a daily act of collective worship.
10. To ensure academy leaders and governors focus on and use Christian values (or in the case of Community academies, their chosen values) to promote a distinctive Christian vision for the academy
11. To ensure effective partnership between the academy, the church and the wider community, including parents.
12. To ensure the active promotion of the fundamental British values of democracy, rules of law, individual liberty, mutual respect and tolerance of all with different faiths and beliefs.

7.2 *Community (Pupils, Parents, Staff, Local Community)*

1. Review procedures for parent consultations, including support for teachers in talking to parents.
2. Conduct physical audits of the school and its reception practice to ensure that it is a welcoming environment.
3. Establish and participate in a Parent Forum or similar engagement activity on a regular basis.
4. Review communication strategy to ensure its effectiveness. This will include:
 - a. Conducting an annual survey of parents, pupils and staff with results and consequent actions fed back.
 - b. Issuing a regular newsletter directly from the governors or a governors' page as part of the regular academy newsletter.
 - c. Contributing articles to the local parish magazine or community newsletter.
5. Review communication between academy and home, community and church (including but not exclusively newsletters (academy and class) and academy website)
6. Review Information for Parents (including but not exclusively Transition booklet, Academy Prospectus).
7. Contribute to the understanding of the mental health and well-being of pupils and staff.
8. Ensure that the school is a learning organisation and that staff and parents are given opportunities to develop confidence and skills.
9. Arrange governor attendance at events, such as parents' evenings, celebration assemblies where governors play a prominent part (such as presenting awards).
10. Ensure good induction procedures are in place for staff and pupils and that these are monitored.
11. Monitor and review the effective implementation of the Equality and Diversity Policy.
12. To identify and celebrate pupil achievements.

8 ETHOS AND MISSION STATEMENT

8.1 *Each Church of England Academy's ethos is as follows:*

Recognizing its historic foundation, the Academy will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

8.2 *Each Community Academy's ethos is as follows:*

Recognising its historic foundation, the Academy will preserve and develop its community character in accordance with the principles of the needs of the local and wider community it serves.

8.3 *Each Church of England Academy's mission statement is as follows:*

The Academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

8.4 Each Community Academy's mission statement is as follows:

The Academy aims to serve its community by providing an education of the highest quality within the context of predominantly Christian heritage of and values of the British society it serves in. It encourages an understanding of the meaning and significance of these fundamentally British values through the experience it offers to all its pupils.

9 Methodology

WHEN	ACTION	SOD REF NO
Autumn-2	<i>SIAMS Strand 6: The impact of collective worship</i> - Review the impact of Collective Worship on the academy community and the ways in which collective worship is an expression of the academy's Christian vision	65
Autumn-2	<i>SIAMS Strand 2: Wisdom, Knowledge and Skills</i> - Review how well the academy's staff and leaders apply their Christian vision to ensure curriculum and extra-curricular opportunities meet the academic and spiritual needs of all learners	
Autumn-2	<i>SIAMS Strand 1: Vision and Leadership</i> - Review actions identified in most recent SIAMS inspection and progress made	
Autumn-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Review and assess procedures for parent consultations	
Autumn-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Plan schedule for Parent Forums (or similar activity)	
Autumn-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Develop and issue termly newsletter or article from governors	
Autumn-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Develop and/or contribute articles to local parish magazine/community newsletter	
Autumn-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Schedule annual rota for governor attendance at academy events	
Autumn-2	<i>SIAMS Strand 5: Dignity and Respect</i> - Monitor/review the effective implementation of the Equality and Diversity Policy	108
Spring-2	<i>SIAMS Strand 6: The impact of collective worship</i> - Review the impact of Collective Worship on the academy community and the ways in which collective worship is an expression of the academy's Christian vision	65
Spring-2	<i>SIAMS Strand 7: The effectiveness of religious education</i> - Review the effectiveness of the Religious Education	
Spring-2	<i>SIAMS Strand 7: The effectiveness of religious education</i> - Review progress towards achieving RE Quality Mark	
Spring-2	<i>SIAMS Strand 2: Wisdom, Knowledge and Skills</i> - Review how well the academy's staff and leaders apply their Christian vision to ensure curriculum and extra-curricular opportunities meet the academic and spiritual needs of all learners (Strand 2)	
Spring-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Review opportunities to provide learning and development sessions for parents	

WHEN	ACTION	SOD REF NO
Spring-2	<i>SIAMS Strand 1: Vision and Leadership</i> - Review actions identified in most recent SIAMS inspection and progress made	
Spring-2	<i>SIAMS Strand 5: Dignity and Respect</i> - Review how British values are actively promoted	
Spring-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Develop and issue termly newsletter or article from governors	
Spring-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Develop and contribute articles to local parish magazine/community newsletter	
Summer-2	<i>SIAMS Strand 6: The impact of collective worship</i> -Review the impact of Collective Worship on the academy community and the ways in which collective worship is an expression of the academy's Christian vision	65
Summer-2	<i>SIAMS Strand 2: Wisdom, Knowledge and Skills</i> - Review how well the academy's staff and leaders apply their Christian vision to ensure curriculum and extra- curricular opportunities meet the academic and spiritual needs of all learners (Strand 2)	
Summer-2	<i>SIAMS Strand 1: Vision and Leadership</i> - Assess the effectiveness of the leadership and management of the school, as a church academy	
Summer-2	<i>SIAMS Strand 1: Vision and Leadership</i> - Review actions identified in most recent SIAMS inspection and progress made	
Summer-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Review communication between academy and home, community and church	
Summer-2	<i>SIAMS Strand 5: Dignity and Respect</i> - Review induction processes for staff and pupils	
Summer-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Develop and issue termly newsletter or article from governors	
Summer-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Develop and contribute articles to local parish magazine/community newsletter	
Summer-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Assess impact of Parent Forums (or similar activity)	
Summer-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Receive and evaluate feedback from annual survey of parents, pupils and staff	
Summer-2	<i>SIAMS Strand 1: Vision and Leadership</i> - Review the Academy's aims, vision and ethos (for affirmation by full LGB in Autumn)	
Summer-2	<i>SIAMS Strand 4: Community and Living Well Together</i> - Review Information for Parents	

Appendix 1: Extract from Scheme of Delegation showing responsibilities delegated to the Ethos and Community Committee

No	Responsibility	Members	Trust Board	CEO	LGB	Headteacher
46	To ensure provision of Religious Education in line with the Trust's Religious Education policy.				A	R
65	To ensure that all pupils take part in a daily act of collective worship				A	R
108	To ensure that the equality and diversity policy is implemented, monitored and evaluated				A	R

A Accountable

R Responsible