



**Operation Standards Committee  
Terms of Reference**

**1. Recognition**

The Operation Standards Committee (OSC) is a formally constituted sub-committee of the Board of Trustees; having delegated authority for matters pertaining to educational and operational regularity across the Trust, the OSC is chaired by a nominated lead trustee.

**2. Purpose**

The purpose of the OSC is to monitor and ensure operational regularity regarding applied remuneration standards, performance and practice of safeguarding, and the organisation and management of resources. Specifically, the oversight regarding standards relating to:

- learning environment, culture, ethos and values
- teaching and learning performance
- compliance and regulation
- staffing policy and practice
- safeguarding
- pupil, student and staff wellbeing
- school improvement

**3. Membership**

3.1 The OSC shall comprise a maximum of 5 and no fewer than 3 trustee members.

3.2 All OSC members will be non-executive TLET Board members and appointed to the OSC by the Board of Trustees, on the recommendation of the Chair of Trustee

3.3 The Board's nominated Safeguarding 'lead' is automatically a member of the OSC.

3.4 The OSC membership shall be ratified annually by the Board of Trustees.

3.5 The Chair of the Board of Trustees is not permitted to be a member of the OSC but may at the request of the Chair of the OSC be invited to attend from time to time.

3.6 The Board of Trustees may appoint or co-opt one or more independent external non-voting members. Voting members of the OSC may recommend such appointments to the Board.

3.7 The term of service for OSC members shall be 3 years, extendable for up to a maximum of a further 3 years at the discretion of the Board. Members who resign their service as a trustee shall automatically discontinue as a member of the OSC.

#### **4. Clerk**

The Chair of the Board of Trustees shall ensure a Clerk is available to service OSC meetings.

#### **5. Quorum**

- 5.1 A duly convened meeting of the OSC at which more than 50% of voting members is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the OSC. If the meeting is not quorate, any matter decided by the OSC will only be a recommendation and must be ratified by the Board of Trustees.
- 5.2 The Chair of the Board may, on occasion, nominate alternative Board delegates if one or two of the members cannot attend a meeting
- 5.3 When matters are decided by the Committee through a vote, the Chair shall have a casting vote in the event of an equal division of votes.

#### **6. Frequency of OSC meetings**

- 6.1 The OSC shall meet 4 times per year (min.) and reports operational anomalies, agreed actions and/or matters requiring consideration by the full Board of Trustees after each meeting.
- 6.2 There shall be one meeting a year when the OSC meets with the Principals of the TLET Leadership Group

#### **7. Attendance at OSC Meetings**

- 7.1 Members of the OSC may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.
- 7.2 All meetings will be chaired by the Chair of the OSC. In the absence of the Chair the remaining members present shall elect one of their number to chair the meeting.
- 7.3 The OSC may ask any or all of those who normally attend but who are not members to withdraw from the discussion of particular matters to facilitate open and frank discussion.
- 7.4 A register of attendance shall be kept for each Committee meeting and published annually.

#### **8. Notice of Meetings**

- 8.1 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the items to be discussed and any relevant papers shall be sent to OSC members and all other persons required to attend, no later than 5 working days before the date of the meeting.
- 8.2 In addition to its scheduled meetings, further meetings of the OSC may be called by the Clerk at the request of the Board or of the Chair of the OSC.

#### **9. Minutes of Meetings**

- 9.1 The Clerk will arrange for a record of the proceedings and decisions of each meeting to be made, including the names of those present and in attendance and any declarations of conflict of interest.
- 9.2 Draft minutes of the meetings shall be circulated to OSC members within 10 working days of the meeting taking place. Draft minutes shall be filed on the TLET drive under the specific sub-committee folder.
- 9.3 The minutes of the meeting shall be approved by the OSC at its subsequent meeting.

## **10. Scope and Remit**

10.1 The OSC provides for independent assurance of operational regularity and support of the CEO and the TLET Academies Leadership group.

10.2 The scope and remit of the OSC is as set out in paragraphs 10.4. to 10.7.

10.3 The OSC will maintain a rolling agenda which will be reported to the Board on a regular basis.

### **10.4 Remuneration Standardisation**

10.4.1 monitoring of decision-making processes regarding remuneration and staff performance development review; ensuring such are conducted in accordance with agreed protocols and practice

10.4.2 ratification of the Principals' annual salary award as recommended consequent upon independently supported Performance Development Reviews

10.4.3 arbitration of appeals in accordance with TLET Pay Policy

10.4.4 review of all policies and work instructions pertinent to remuneration standardisation

### **10.5 Safeguarding Performance**

10.5.1 evaluation of the effectiveness of safer recruitment practice within and across the Trust<sup>1</sup>

10.5.2 review of Aim Boards impact assessments of the local Academy implementation of safeguarding practices and protocols

10.5.3 review of all policies and work instructions pertinent to safeguarding performance

### **10.6 Resource Management**

10.6.1 monitoring implementation and impact of TELT culture, ethos and values

10.6.2 evaluation of curriculum design and delivery, including student performance data

10.6.3 review of all policies and work instructions pertinent to resource management

### **10.7 Outcomes and Impact Data**

10.7.1 reviewing pupil and student wellbeing and educational outcomes and performance data

10.7.2 assessing impact of School Improvement Plans (SIPs)

10.7.3 monitoring consistency of Teaching Standards across the MAT

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<sup>1</sup> In line with current DfE statutory guidance <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## **11. Reporting Responsibilities**

11.1 The OSC shall prepare an annual schedule of work (SoW) which is ratified by the Board of Trustees at the commencement of each Academic year.

11.2 The OSC Chair will formally report to the Board after each meeting. This will usually be done by submitting a copy of the draft minutes with the Chair highlighting any significant matters which the OSC considers relevant to draw to the Board's attention.

## **12. Rights**

The OSC shall be entitled to:

- sufficient resources to carry out its duties
- specialist ad-hoc advice, subject to confirmation from the Board that funds are available
- seek any information it requires in order to perform its duties from any employee of the Trust
- call any employee to be questioned at a meeting of the OSC as and when required

## **13. Other Matters**

The Chair of the OSC shall meet periodically with the CEO outside the formal OSC meetings. The Chair of OSC shall also meet routinely with the Chair of the Board.

## **14. Review**

The Terms of Reference of this Committee must be reviewed and subsequently approved by the Trust Board at least annually.