

TERMS OF REFERENCE of the Stanford (Transition Management) Committee of the Strategic Board of PACE ACADEMY TRUST

The Stanford (Transition Management) Committee's role is to provide strong governance for an interim period for Stanford Primary School. Stanford Primary School will close on 31.8.2024. This committee replaces the Stanford Local Governing Body which has been dissolved. This committee will be known as the Stanford Committee.

PURPOSE

1. The purpose of the Committee is to oversee the quality of learning provided by the school, to oversee arrangements in place for the safety and wellbeing of staff and students at the school, to oversee the financial management of the Stanford budget during the period of closure and to oversee the overall closure plan including stakeholder engagement.

MEMBERSHIP

2. Membership of the Committee will be drawn from the Directors on the Strategic Board and shall comprise at least four members. The members of the Committee must include the Chief Executive Officer and the Chair of the Strategic Board. The Chief Operating Officer and the Chief Financial Officer will attend. The Head of School may attend by invitation. The Committee shall elect a Chair at their first meeting.
3. The members of the Stanford Committee were agreed by the Strategic Board on Thursday 7th December 2023.
4. The Committee will operate until the date of the school's closure.

QUORUM

5. In order for business to proceed at least three Directors (including the Chief Executive) must be present.

MEETINGS

6. The Committee shall meet regularly, likely to be approximately every three weeks during term times, with all meetings held via MS Teams.
7. An agenda and papers for discussion, where possible, will be circulated to members of the Committee prior to each meeting.

8. The Governance Professional for the Board of the Academy Trust will be the clerk to the Committee.
9. Every meeting of the Committee will be minuted. The minutes will record any decisions taken or recommendations to the Strategic Board by the Committee and will be circulated to all members of the Strategic Board before its next meeting.

RESPONSIBILITIES

10. The Strategic Board delegates the following responsibilities to the Stanford Committee:
 - Hold the Head of School to account for maintaining high standards in the provision of education to all children during the period of transition and closure;
 - Hold the Head of School to account for continued progress in the School Improvement Plan;
 - Ensure safeguarding of children is effective throughout the period of change;
 - Ensure effective financial management of the school's budget including the costs of closure;
 - Oversee the relocation of Stanford's Alternative Resource Provision (ARP) to a maintained school in Merton;
 - Oversee the implementation of a stakeholder engagement plan; and
 - Oversee the implementation of the overall closure process.

REVIEW

11. This is an interim committee and so the Terms of Reference will expire at the end of the 2023-24 academic year.

Agreed by the Trust's Board of Directors on 7th February 2024.