

Terms of Reference

1. Membership

1.1. The membership of the Curriculum and Pupil Matters Committee will be a minimum of three Trustees. The CEO will automatically be a member.

2. Quorum

2.1. The quorum will be 3 members, one of whom must be the Committee Chair or Vice Chair.

3. Chair

3.1. The Chair will be appointed by the Trust Board annually.

3.2. The Vice Chair will be elected by the Curriculum and Pupil Matters Committee annually and lead the meeting in the absence of the Chair.

4. Governance Manager

4.1. The Governance Manager will clerk all meetings of the Curriculum and Pupil Matters Committee. In the absence of the Governance Manager the committee shall choose a clerk for that meeting from among their number (someone who is not the CEO).

5. Meetings

5.1. The Curriculum and Pupil Matters Committee will meet as often as is necessary to fulfil its responsibilities but at least once per academic term.

5.2. The Chair leads on and sets agenda items.

5.3. When decisions requiring a vote are raised, each member of the Curriculum and Pupil Matters Committee will have one equal vote. Where there is an equal division of votes, the casting vote resides with the Chair. Attendance / voting cannot be by proxy.

5.4. Any member of the Curriculum and Pupil Matters Committee may request that the Chair invites additional guests to attend or contribute to a meeting (but this person will not have any voting privileges).

5.5. Resignations (actual or planned) should be announced at meetings. Any resignation does not become formal until approved and recorded in the meeting minutes.

5.6. The Clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within 10 school days of the meeting (or as agreed) and presented with the agenda for the next Curriculum and Pupil Matters Committee meeting.

6. Terms of Reference

6.1. Reviewed annually by the Trust Board.

7. Roles and responsibilities of the Curriculum and Pupil Matters Committee

The committee's specific function is to support the trust board, CEO and relevant members of the Executive Team in their responsibilities for the educational performance of the Trust and its pupils in the context of the Trust's strategy.

It will liaise with and consult with other committees of the Trust Board and Academy Committees where appropriate, referring to the Scheme of Delegation.

7.1. To scrutinise the review provided by the Director of Education of individual Academy SEFs in order to evaluate effectiveness so that the level of support needed can be determined and provided.

7.2. To scrutinise the review provided by the Director of Education of each school's Academy Improvement Plan (AIP) and its link governor arrangements.

7.3. To monitor and review the Trust's Safeguarding arrangements.

7.4. To receive reports from the Designated Safeguarding Lead and CEO regarding safeguarding arrangements and inspections.

7.5. To contribute to the Strategic Plan.

7.6. To consider safeguarding and equalities implications when undertaking all committee functions.

7.7. To complete an annual Curriculum and Pupil Matters Committee self-review.

7.8. To review and approve allocated Curriculum and Pupil Matters Committee policies as delegated by the Trust Board.

7.9 To act on matters delegated by the Trust Board and in alignment with the Terms of Reference

7.10. To maintain expenditure within the parameters of the Strategic Plan in relation to any matters concerning school effectiveness in the school improvement team.

7.11. To ensure that staff and governors receive appropriate and sufficient training and that this is reviewed regularly.

7.12. To receive termly reports from the Director of Education on school improvement visits including the effectiveness of the curriculum provision.

7.13. To have a high-level overview for each school in the termly Schools' Overview document.

8. Curriculum planning and delivery

- 8.1. To maintain an oversight of the Trust's offer.
- 8.2. To maintain oversight of the individual Academy Improvement Plan (AIP).
- 8.3. To maintain oversight of the individual Academy Self Evaluation Form (SEF).
- 8.4. Review and monitor the Trust Strategic Plan for academy improvement.
- 8.5. To develop, review and approve policies identified within the Trust's policy review programme and in accordance with the committee's delegated powers (e.g. Relationship and Sex Education).

9. Assessment and improvement

- 9.1. To monitor and evaluate the effectiveness of the quality of education in relation to the curriculum offer, and rates of pupil progress and standards of achievement, including national test/exams results.

10. Pupil Achievement

- 10.1. To monitor pupil achievement and standards throughout the Trust, including specific groups: those with special educational needs and disability (SEND), disadvantaged, looked after children and pupils with English as an additional language.
- 10.2. To monitor the effectiveness of leadership and management at all levels throughout the Trust including the impact of continuing professional development on pupil achievement and standards.

11. Wider Outcomes

- 11.1. To maintain a Trust-wide approach towards ensuring all pupils are given the knowledge, skills and attributes needed to manage their lives now and in the future as in the Curriculum Entitlement document.
- 11.2. To monitor the Trust-wide approach to personal development, improving pupils' health, wellbeing and physical literacy as in the Wellbeing Charter
- 11.3. To receive reports on issues related to pupil behaviour and attitudes such as levels of exclusions across the Trust.
- 11.4. To receive reports on current and emerging patterns, trends and risks relating to attendance and behaviour for all academies in the Trust.
- 11.5. To receive reports on current and emerging patterns, trends and risks relating to pupil wellbeing for all academies in the Trust.
- 11.6. To promote the engagement of pupils, parents and the wider community in promoting the Trust's vision and ethos.
- 11.7. To regularly monitor and review the effectiveness of each school's Pupil Premium provision as reported in the plan.
- 11.8. To regularly monitor and review the effectiveness of each school's Sports Premium provision as reported in the plan.