

Curriculum and Pupil Matters Committee Terms of Reference – September 2026

To be reviewed annually by the Curriculum and Pupil Matters Committee, developed in line with the Audit, Risk and Resources Committee Terms of Reference, and approved by the Trust Board.

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).

• EMPOWERING CHILDREN AND SCHOOLS •



5.5 Resignations (actual or planned) should be notified in accordance with the Trust's Articles of Association and relevant governance arrangements and reported to the Committee as appropriate.

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. Strategic Support of the Trust

6.1 The Committee's principal function is to support the Trust Board in fulfilling its strategic leadership, accountability and assurance responsibilities in relation to the quality and inclusivity of education, pupil outcomes, safeguarding, attendance, behaviour, personal development and wellbeing across the Trust.

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

6.3 To contribute to the Trust Strategic Plan.

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

6.5 To act on matters delegated by the Trust Board and in alignment with the Terms of Reference and Scheme of Delegation.

6.6 To maintain expenditure within the parameters of the Strategic Plan in relation to any matters concerning school effectiveness in the school improvement team, in conjunction with the ARR Committee.

6.7 To review and evaluate the implementation and impact of the Trust's offer across all academies on at least a termly basis, using a variety of evidence including stakeholder feedback.

6.8 To monitor embedding of Trust vision, values and ethos across all academies.

6.9 To review and monitor the Trust Strategic Plan for academy improvement.

6.10 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).

6.11 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.

6.12 To ensure that staff and governors receive appropriate and sufficient training in areas within the CPMC remit, and that this is reviewed at least yearly.

6.13 To seek assurance that inclusion is embedded across the Trust's strategy and provision and that there is a clear and consistent Trust-wide approach to identifying and meeting the needs of pupils, particularly those with SEND, those who are disadvantaged and those known to social care.

7. Quality of Education and Academic Performance

7.1 To scrutinise, challenge and monitor reports and data provided by the Trust CEO, Headteachers and other school improvement staff of individual Academy School Improvement Plans (SIPs) and performance metrics in order to evaluate effectiveness so that the level of support needed can be determined and provided.

7.2 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/exam results.

7.3 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, and to scrutinise any significant gaps in access, participation, progress, attainment or other outcomes between pupil groups.

7.4 To seek assurance over the quality and consistency of inclusive practice across the Trust, including the identification of need, access to high-quality teaching and appropriate support, participation in school life, deployment of expertise and resources, pupil outcomes and the impact of provision.

8. Safeguarding, Wellbeing and Inclusion

8.1 To monitor and review the Trust's safeguarding arrangements and seek assurance that safeguarding policies, procedures, practice and training are effective and comply with statutory requirements, including Keeping Children Safe in Education.

8.2 To receive reports from the Designated Safeguarding Lead and CEO regarding safeguarding arrangements and inspections, including significant Trust-wide themes, trends and risks.

8.3 To consider safeguarding and equalities implications when undertaking all Committee functions.

8.4 To seek assurance that appropriate arrangements are in place to safeguard pupils online, including appropriate filtering and monitoring systems, and that these arrangements are reviewed in accordance with statutory guidance and relevant Department for Education standards.

8.5 To monitor the Trust-wide approach to personal development, improving pupils' health, wellbeing and physical literacy as in the Wellbeing Charter.

8.6 To receive reports on current and emerging patterns, trends and risks relating to pupil wellbeing for all academies in the Trust.

8.7 To monitor the Trust's strategic approach to SEND and inclusion and seek assurance that statutory duties are being met and that provision is effective in improving pupils' access, participation and outcomes.

8.8 To seek assurance that appropriate arrangements are in place to support pupils with medical conditions, including compliance with relevant requirements relating to allergy safety and anaphylaxis.

9. Behaviour and Attendance

9.1 To receive reports on issues related to pupil behaviour and attitudes such as levels of suspensions and permanent exclusions across the Trust.

9.2 To regularly scrutinise attendance data across the Trust, challenge patterns and trends, and seek assurance that appropriate action is being taken to improve attendance for individual pupils and cohorts where required.

9.3 To receive reports on current and emerging patterns, trends and risks relating to behaviour across all academies and seek assurance that appropriate action is being taken in response.

9.4 To monitor the implementation of the Trust's behaviour policy within schools and ensure that compliance and impact are evidenced through relevant data and reporting.

9.5 To seek assurance that appropriate arrangements are in place for pupils who are absent from education, including those at risk of becoming persistently or severely absent, and that statutory attendance responsibilities are being met.

10. Wider Outcomes and Community Engagement

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

10.2 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.

10.3 To promote the engagement of pupils, parents and the wider community in promoting the Trust's vision and ethos.

10.4 To regularly monitor and review the effectiveness of each school's Pupil Premium provision as reported in the plan, including scrutiny of the pupil premium strategy, the rationale for spending, the progress of eligible pupils and the evaluation and sustainability of impact.

10.5 To regularly monitor and review the effectiveness of each school's PE and Sport Premium provision as reported in the plan, including how funding is being spent, how it supports school improvement priorities and the impact it is having on pupils.

10.6 To support and develop effective communication across all layers of governance.

10.7 To monitor and challenge careers support provision across the Trust.

10.8 To monitor and challenge the Trust's approach to sustainability leadership and implementation of its Climate Action Plan.

Key documents that Curriculum and Pupil Matters Committee members may wish to review alongside meeting documentation:

- Trust vision, mission, values and ethos
- Trust Strategic Plan
- SIPs
- SIP meeting notes
- Headteacher reports
- Academy Committee meeting minutes
- Academy Committee visit reports
- Curriculum Entitlement Document
- Wellbeing Charter
- Scheme of Delegation
- Academy Trust Governance Guide
- Academy Trust Handbook
- Keeping Children Safe in Education
- Working Together to Improve School Attendance

• EMPOWERING CHILDREN AND SCHOOLS •

