Curriculum and Pupil Matters Committee Terms of Reference - September 2025

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).

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. Strategic Support of the Trust

6.1. The committee's specific function is to support the trust board, CEO and relevant members of the Executive Team in their responsibility to help all pupils thrive in the context of the Trust's strategy.

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

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. 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.

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/exams 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.

8. Safeguarding, Wellbeing and Inclusion

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

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

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

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

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

9. Behaviour and Attendance

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

9.2. To receive reports on current and emerging patterns, trends and risks relating to attendance and behaviour for all academies in the Trust.

9.3. 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.

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.

10.5. To regularly monitor and review the effectiveness of each school's Sports Premium provision as reported in the plan.

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 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