

# Terms of Reference

## Curriculum and Standards Committee

### 1. Constitution

- a. The St Albans Diocesan Multi-Academy Board of Directors has resolved to establish a Curriculum and Standards Committee to advise the Board on matters relating to the Trust's curriculum, quality and standards.
- b. The Committee is responsible to the Trust Board.
- c. The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

### 2. Authority

- a. The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board as defined by the schemes of delegation.
- b. The Committee is authorised to request any information it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee.
- c. The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.
- d. The Committee has the power to co-opt a maximum of two people on to the Board, but without voting rights.

### 3. Membership

- a. The Committee shall have a minimum of three members and a maximum of six members. A majority of Committee members must be Directors of the Trust Board.
- b. The current members are set out as David Morton, Bill Morris and Lindsay Fraser.
- c. Subject to paragraph 3d the Committee shall at the first meeting of each academic year elect a member to act as Chair of the Committee. The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- d. No person may act as Chair under paragraph 2c unless they are also a member of the Trust Board. Employees of the Trust Board or headteachers of an academy may not act as Chair.
- e. The Committee will be a quorum if at least 33% of those members eligible to vote are present.
- f. The Chair of the Trust shall ensure that a clerk is provided to take minutes at the meetings of the Committee.

- g. The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with permission of the Chair, but shall not be entitled to vote.
- h. Other Board members shall also have the right of attendance and may fully participate in meetings, though the Committee may wish to exclude Employee Directors.

#### **4. Main Duties**

- i. To monitor and advise the Trust Board by written report each term on the following:
  - a. Data on attainment and achievement for all the Trust's academies
  - b. School improvement work and leadership
  - c. Overall performance of each of the academies
  - d. Leadership standards
  - e. The effectiveness of the Academy Council
- ii. To monitor and advise the Board on:
  - a. The Trust quality improvement and intervention strategies and plans
  - b. Special Needs and Disabilities (SEND) and inclusion
  - c. Partnership working
  - d. Admissions
  - e. Safeguarding arrangements
  - f. Community engagement
  - g. Christian ethos
- iii. The Committee may use exception reporting in relation to receiving performance information to fulfil its detailed responsibilities. The Committee will receive a summary of positive performance to accompany exception reports.

#### **5. Main Responsibilities**

##### **i. Curriculum and Quality**

- a. The academies' statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning.
- b. Extra-curricular activities
- c. The educational needs of the pupils attending the Trust's Academies, including the use of the pupil premium grant
- d. To determine and update relevant strategies relating to the above

## **ii. Performance and Standards**

To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the Academy Improvement Plan.

## **iii. Self-Assessment and Review**

- a. To receive information on curriculum and quality issues for all the Trust's Academies
- b. To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to further inform and develop the Trust's Quality Improvement Plans and strategies
- c. To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each Academy.

## **6. Policies**

Receiving and considering revisions to policies which relate directly to the work of this Committee including, but not limited to, safeguarding, special educational needs and disabilities, support for learning, gifted and talented pupils, spiritual, moral and cultural development, attendance, punctuality, behaviour, healthy schools, rewards and sanctions, home-school agreements, uniform, homework, educational visits, equal opportunities, sex and relationships and drug awareness education, pay and performance.

Any constructive feedback on an academy policy identified by Directors will be given by the Education Lead Officer to the academy concerned.

## **7. Procedures**

- a. The agenda for each Committee meeting will be agreed in advance by the Chair and papers circulated at least five days in advance of the meeting.
- b. Within 14 days of each meeting the Committee will produce and agree minutes of its meetings and provide a summary document identifying (1) decisions made (2) recommendations to the Trust Board (3) any items of information for the Trust Board and (4) items for further discussions by the Trust Board
- c. The Committee reports can be agreed by Committee members by email
- d. The Committee reports will be sent to the Trust Board within 21 days following each Committee meeting

- e. The Committee shall arrange for the production and delivery of such reports or updates as requested by the Trust Board from time to time.
- f. The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.