

SOUTH GLOUCESTERSHIRE AND STROUD ACADEMY TRUST

CURRICULUM & QUALITY COMMITTEE **TERMS OF REFERENCE**

1. MEMBERSHIP

1.1 The Committee:

- a. Shall consist of at least two Trustees. In addition external co-opted members may be appointed.
- b. Shall have an appropriate mix of skills and experience to allow it to discharge its duties effectively.
- c. Shall consider if attendance by a member of the Local School Board of constituent schools may be invited to attend Committee meetings for the purpose of engagement and understanding of the work of the Committee. This may be on a School rotational basis, based on the needs of the work of the Committee.

1.2 Members of the Curriculum & Quality Committee shall be appointed annually by the Board of Trustees.

1.3 The Chair of the Curriculum & Quality Committee shall be appointed/reappointed annually by the Board of Trustees. The co-opted member is ineligible for appointment as Chair.

1.4 The Committee may elect a Vice-Chair annually from among its members The Vice-Chair shall be eligible for re-election at the end of their term of office.

1.5 A co-opted external member shall be appointed for a term not exceeding 4 years following which they will be eligible for re-appointment.

1.6 The Chair of the Board of Trustees, the Clerk, the Chief Executive Officer and staff employed by the Trust should not be members of the Committee.

2. ACCOUNTABILITY AND PURPOSE

2.1 The Curriculum & Quality Committee is responsible to the Board of Trustees and must not adopt an executive role. The main purpose of the Committee is to advise the Board of Trustees and maintain an oversight of the Trust's curriculum, quality and standards in its Academies.

- 2.2 To deal with such other matters as may from time to time be referred to the Committee for consideration or approval.
- 2.3 The Curriculum & Quality Committee has the authority to investigate any activity within its terms of reference.
- 2.4 The Curriculum & Quality Committee has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit.
- 2.5 The Committee will also review its own effectiveness on an annual basis.

3. RESPONSIBILITIES OF THE COMMITTEE

- 3.1 To monitor and review the impact of Trust Strategies and advise the Board on the following:
 - 3.1.1 The Trust's statutory requirements in relation to **Quality of Education**
 - 3.1.2 School improvement processes
 - 3.1.3 Educational Needs (including SEND & PP) of students attending the Trust's Academies
 - 3.1.4 **Behaviour and Attitudes** – including attendance and bullying
 - 3.1.5 **Personal Development** – including spiritual, moral, social and cultural learning and extra-curricular activities
 - 3.1.6 Careers provision and destinations
 - 3.1.7 **Leadership & Management** – including Leadership Standards, continuing Professional development of Staff and workload considerations
 - 3.1.8 Admissions
- 3.2 To hold the CEO/DCEO and senior leadership to account for academic standards, quality of teaching, behaviour and attendance across the Trust.
- 3.3 To receive and review Key Performance Indicators on attainment, progress, quality of teaching, behaviour and attendance. Providing challenge and recommending remedial actions where required.
- 3.4 To identify significant changes in performance, emerging trends and risks in relation to the future performance of each Academy, in particular in relation to vulnerable students.
- 3.5 To receive external national benchmarking data (DfE/Ofsted) for comparison and trend analysis.
- 3.6 To consider and advise the Board of Trustees on relevant reports by the Department of Education Advisors and Ofsted and where appropriate, management's response to these.

- 3.7 To recommend for approval to SGS AT Board, constituent academies School Improvement Plans and Self Evaluation Forms.
- 3.8 To recommend for approval by SGS AT Board Academies Plans for Pupil Premium, SEND, Catch Up Premium and PE Premium (if applicable).
- 3.9 To receive reports from Local School Boards of their local Quality Assurance Activities, to assist and inform the oversight and decision making of the Committee. Local School Board Lead role reports applicable to this Committee include Quality of Education, Safeguarding, SEND, Pupil Premium (inc Catch Up Premium and Sports Premium), Careers provision, Behaviour, Staff Wellbeing and Equality.
- 3.10 To receive reports from Local School Boards on Stakeholder Engagement and Stakeholder Voice (students, parents, staff, community) activities to assist and inform the work of the Committee and the Trust Board.
- 3.11 To recommend for approval to SGS AT Board Academies Admissions Policies/Statement for consultation with Local Authorities as required and oversight of marketing strategies undertaken by school leadership.
- 3.12 To recommend for approval to SGS AT Board Academies Term Dates with consideration of Trust wide inset days for continuing professional development.
- 3.13 To receive a report on constituent Academies Complaints and Compliments received.
- 3.14 To approve non-statutory Policies and recommend for approval statutory Policies by the Trust Board. Policies relevant to the Committee will be determined by the Trust Board, through the Trust Policy Framework.
- 3.15 To receive reports on constituent Academies use of Performance Management of Staff, achievement of objectives and continuing professional development, in line with Trust approved policies.
- 3.16 Monitor the response to the Constituent School's Equality Objectives and action plan.
- 3.17 The Committee will review its own effectiveness against its Terms of Reference on an annual basis.

4. MEETINGS AND QUORUM

- 4.1 The Committee shall meet at least three times each year to consider matters arising from its terms of reference, or matters placed on the agenda at the request of the Board of Trustees or of the Chair or any member of the Committee.
- 4.2 The Chief Executive Officer/Deputy Chief Executive Officer shall normally be in attendance.

- 4.3 Senior Management may be invited to attend Curriculum & Quality Committee meetings, particularly where their area of responsibility is under discussion.
- 4.4 Any Trustee of the Academy Trust may attend a meeting of its Board Committees, following notification to the Chair & Clerk of the Committee.
- 4.5 The quorum for meetings shall be any two members, at least one of which should be a Trustee. The Chair of the Committee will have any casting vote in decision making of the Committee.
- 4.6 All meetings shall be conducted to an agenda approved by the Chair.
- 4.7 The agenda of each meeting shall be prepared by the Clerk to the Committee in consultation with the Chair of the Committee, and circulated together with all relevant agenda papers to all members of the Committee normally at least seven days before each meeting.
- 4.8 Where matters of a sensitive or confidential nature are to be discussed at a meeting the Clerk to the Committee, in consultation with the Chair, shall reserve these matters to a confidential agenda. Details and papers of such agenda shall not be available for public review unless the circumstances which caused them to be considered sensitive or confidential no longer pertain.

5. REPORTING PROCEDURES

- 5.1 The Clerk to the Board shall act as Clerk to the Committee.
- 5.2. The minutes of each meeting of the Local School Board shall be normally presented to the next meeting of the Curriculum & Quality Committee.
- 5.3 The minutes (or actions notes if timescales are prohibitive) of each meeting of the Curriculum & Quality Committee shall be presented to the next ordinary meeting of the Trust Board.
- 5.4. The Committee may use exception reporting in relation to receiving performance information to fulfil its detailed responsibilities.
- 5.5 Any actions resulting from the Curriculum & Quality Committee relating to activities of the Local School Board shall be shared via the Chair of the Local School Board, following the meeting of the Curriculum & Quality Committee.

Originator:	Clerk to the SGS AT
Date of latest review:	July 21
Date of last approval:	14 July 2021
Approved by:	Board of Trustees
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