



Orchard Community Trust

Terms of Reference

Curriculum, Standards and Quality Committee

1. Constitution

1.1. The Orchard Community Trust Board of Trustees has resolved to establish a Curriculum, Standards and Quality Committee to advise the Board on matters relating to the Trust's curriculum, quality, standards and performance.

1.2. The Committee is responsible to the Trust Board.

1.3. The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

2. Authority

2.1. The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It 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.

2.2. The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.

3. Main Duties

3.1. To monitor and advise the Trust Board by written report each term on the following:

3.1.1. Data on attainment and achievement for all of the Trust's academies;

3.1.2. School improvement work and leadership;

3.1.3. Overall performance of each of the academies;

3.1.4. Leadership standards;

3.1.5. Governance effectiveness

3.2. To monitor and advise the Board on:

3.2.1. The Trust quality improvement and intervention strategies and plans;

3.2.2. Special Educational Needs (SEN) and inclusion;

3.2.3. Partnership working;

3.2.4. Admissions;

3.2.5. Safeguarding arrangements;

3.2.6. Children Young People, family and Community engagement.

3.3. 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.

4. Detailed Responsibilities

4.1. Curriculum and Quality

4.1.1. The Academies' statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning;

4.1.2. Extra-curricular activities;

4.1.3. The educational needs of the pupils attending the Trust's Academies;

4.1.4. The Trust's policies in relation to its Curriculum Statement;

4.1.5. To determine and update relevant strategies relating to the above.

4.2. Performance and Standards

4.2.1. 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 recommend remedial actions where required in line with the School Improvement Plan.

4.3. Self-Assessment and Review

4.3.1. To receive information on curriculum and quality issues for all the Trust's Academies;

4.3.2. To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's Quality Improvement Plans and strategies;

4.3.3. To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each Academy.

4.4. Administration

4.4.1. The Curriculum, Standards and Quality Committee will meet at least once per term. The Committee's Chair or any two Committee members may call a meeting.

4.4.2. The Curriculum, Standards and Quality Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. The Chair of the Board may be an ex officio member of the Committee.

4.4.3. Additionally, up to two external co-opted members with particular expertise may be appointed to the Committee by the Board of Directors. The Board may not co-opt an employee of the Academy Trust if the result would be that the number of Committee members who are employees of the Trust (including the SEL) would exceed one third of the Committee. Co-opted members of the Committee will have full participation rights.

4.4.4. Other Board members shall also have right of attendance and may fully participate in meetings, though the Committee may wish to exclude Employee Directors.

4.4.5. The SEL will be an ex officio member of the Standards Committee as will the Head of School Improvement.

4.4.6. Other employees of the Trust's may be invited to attend meetings but will have no voting rights.

4.4.7. The Chair of the Curriculum, Standards and Quality Committee will be appointed by and from the Board annually. The SEL or Head Teacher of an Academy may not act as Chair of the Committee. Any other employees of the Trust may also not act as Chair, other than in exceptional circumstances agreed by the

Board. If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting.

4.4.8. The Curriculum, Standards and Quality Committee will be quorate if at least three members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members [in the event of there being co-optees on the Committee] and no more than 50% may be employees of the Trust.

4.4.9. Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.

4.4.10. Administrative support will be provided by the Clerk to the Board.

4.4.11. Agendas will be agreed in advance by the Chair of the Curriculum, Standards and Quality Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

4.4.12. Minutes of meetings will be taken and submitted to the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.

4.4.13. The Curriculum, Standards and Quality Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.

4.4.14. The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).

Agreed by Trust Board 28th February 2019
To be reviewed in February 2020