

HERTS FOR LEARNING MULTI ACADEMY TRUST

STANDARDS AND CURRICULUM COMMITTEE

TERMS OF REFERENCE

1 MEMBERSHIP

1.1 The Committee shall:

- a. consist of at least three members of whom a majority will be Trustees. In addition one external co-opted member may be appointed
- b. have an appropriate mix of skills and experience to allow it to discharge its duties effectively.

1.2 Members of the Standards and Curriculum Committee shall be appointed by the Board of Trustees and membership reviewed annually.

1.3 The Chair of the Standards and Curriculum Committee shall be elected annually by members of the Committee. Any co-opted member of the Committee is ineligible for appointment as Chair.

1.4 A co-opted external member may be appointed for a term agreed at the time of appointment.

1.5 The Chief Executive Officer (CEO) may be a member of the Committee.

2 ACCOUNTABILITY AND PURPOSE

2.1 The Standards and Curriculum Committee is responsible to the Board of Trustees. The main purpose of the Committee is to be responsible for the detailed consideration as to the best means of fulfilling the Trust's vision to be high performing and constantly improving, developing capacity and capability to support others for the benefit of all children.

2.2 The Chair of the Committee will be responsible for giving an oral summary of the Committee's deliberations if necessary at meetings of the Board.

2.3 The Committee will deal with such standards and curriculum matters as may from time to time be referred to the Committee for consideration or approval.

2.4 The Standards and Curriculum Committee has the authority to investigate any activity within its terms of reference.

2.5 The Standards and Curriculum Committee has the right of access to obtain all the information and explanations it considers necessary, from whatever source, to fulfil its remit and all officers of the Trust shall be directed to co-operate with any request made.

- 2.6 The Committee will also review its own effectiveness and these terms of reference on an annual basis and report the outcome and make recommendations to the Trust Board.
- 2.7 A clear schedule of work will be established and agreed by the Committee and included in the Board's forward plan.

3. RESPONSIBILITIES OF THE COMMITTEE

- 3.1 The responsibilities of the committee are informed by legislation and DfE guidance:
- 3.1.1 *Academies Act 2010, 1A:*
- has a curriculum satisfying the requirements of section 78 of Education Act 2002 (balanced and broadly based curriculum)
 - it provides education for pupils of different abilities
- 3.1.2 *The Trust's Master Funding Agreement*
Paragraphs relating to curriculum (2.21 to 2.27) and assessment (2.28 to 2.32).
- 3.1.3 *DfE Governance handbook, 1.1, core function:*
Holding executive leaders to account for the educational performance of the organisation and its pupils...

Outcomes

- 3.2 To monitor attainment and achievement at each of the Trust's academies
- 3.3 To monitor attainment and achievement of specific pupil groups across the Trust and at each of the Trust's academies

Leadership and Management

- 3.4 To monitor the following aspects of leadership and management:
- The school improvement work and the impact of leadership
 - School self-assessment and school development planning
 - The effectiveness of the Academy Governing Board
 - Curriculum breadth and quality
 - Community engagement
 - Spiritual, moral, social and cultural development (SMSC)
 - Use and impact of pupil premium

Teaching, learning and Assessment

- 3.5 To monitor the following aspects of Teaching, learning and Assessment:
- The quality of teaching and learning in each school
 - Special educational needs (SEN) and inclusion

Pupil Development, Behaviour and Welfare

- 3.6 To monitor the following aspects of pupil development, behaviour and welfare:
- Safeguarding arrangements
 - Pupil support and representation
 - Pupil attendance
 - Behaviour and exclusions

Trust action

- 3.7 To monitor:
- Trust intervention strategies and plans
 - The impact of cross-MAT partnership working

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 In the absence of the Chair, the Committee will elect a temporary replacement from among the Trustees present at the Committee meeting.
- 4.3 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 the permission of the Chair but shall not be entitled to vote.
- 4.4 The quorum for meetings shall be 50% of members.
- 4.5 A register of attendance shall be kept for each Committee meeting and published annually.
- 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 Company Secretary 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 Trustees should ensure that any pecuniary or conflicts of interest are declared at each meeting by everyone present.
- 4.9 Where matters of a sensitive or confidential nature are to be discussed at a meeting the Company Secretary, in consultation with the Chair, shall reserve these matters to a confidential agenda. Details and papers of such agenda shall not be circulated unless the circumstances which caused them to be considered sensitive or confidential no longer pertain.

5. REPORTING PROCEDURES

- 5.1 The Company Secretary shall act as clerk to the Committee. The Company Secretary will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

5.2 The minutes of each meeting of the Standards and Curriculum Committee shall be presented to the next meeting of the Board of Trustees and circulated to Committee members within 14 days of the meeting.

6. REVIEW

6.1 The Committee's terms of reference shall be reviewed annually and approved by the Board