



Ralph Sadleir School

Approval Date: 25th September 2022

Approved by: Board of Directors

Review Period: Annually

TERMS OF REFERENCE 2023-24

CURRICULUM & ACHIEVEMENT COMMITTEE

Overview:

The Curriculum & Achievement Committee will report to the Board of Directors. The Terms of Reference for the Committee have been determined in line with the Academy Trust Articles of Association, Funding Agreement and Department of Education Academy Trust Financial Handbook.

Meetings:

The committee will meet at least three times per annum. Membership will be a minimum of five members, subject to annual review by the Board of Directors. The Headteacher will automatically be a member. Lead advisor to this committee will be the Headteacher and any other senior leader that the committee deem necessary in carrying out its responsibility.

Review:

The membership and terms of reference of every Committee shall be reviewed annually by the Board of Directors. The Board of Directors will approve the constitution, membership, and proceedings of all Committee meetings annually.

Quorum:

Minimum members of the committee in attendance at each meeting must be three and two of which should be non-staff governors.

Voting:

Any decisions within the agreed remit of the Committee and in line with the Committee Terms of Reference will be accepted by the Board of Directors on a majority vote of the attendees.

Procedures:

A Chair and Vice Chair must be elected for a term of one year. They must be a Director but cannot be employed by the Academy Trust. The Chair has a casting vote, if required.

- An agenda should be sent out giving 7 clear days' notice of meetings.
- Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the Committee once reviewed at the next subsequent meeting.
- Supportive documentation will be emailed to the Committee 7 days prior to the meeting taking place. In exceptional circumstances, support documentation may be tabled at the meeting. This will be kept to a minimum and approved by the Chair of the Committee prior to the meeting taking place.
- Minutes will be distributed to the Chair of the Committee within 21 days of the meeting taking place.
- Reports from the meeting will be published in the normal manner.

Proud to Achieve

**Decisions:**

Committee decisions, taken within their constitutional remit, have the status of decisions made by the Board of Directors. Feedback of Committee meetings should be circulated to all Directors and will be discussed at the next meeting of the Board of Directors and a record made in the minutes of those meetings.

Role of Committee Chair:

The Committee Chair will be responsible for ensuring that:

- Convening of meetings of the Committee and issuing the agenda.
- The Committee discharges all its responsibility set out in its remit.
- The Committee works closely with the Academy Trust senior managers.
- The taking of minutes of meetings by a committee member.
- The feedback from the meeting is forwarded to the Clerk of the Board of Directors and it is presented at the next Board of Directors meeting.

Delegation Powers:

The Board of Directors has delegated the following powers to the Committee:

- Monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the Academy Improvement Plan.
- Review anonymised performance data, Raiseonline information and FFT data if appropriate.
- Consider pupil progress and how the school is targeting areas of underperformance.
- Review the school's own tracking data, in order to measure strengths and weaknesses and to receive details on the impact of targeted intervention.
- Monitor the effectiveness of accuracy of in-house self-evaluation, on all curriculum and achievement matters, including Behaviour and Safety of pupils.
- Discuss (using anonymised data), set and publish targets for pupil performance.
- Monitor the impact of 'Pupil Premium' funding.
- Ensure that the requirements are met, of pupils in vulnerable groups.
- Receive proposals from the Senior Leadership Team and Local Governing Body for Curriculum Improvements for input to the Academy Improvement Plan.
- Regularly review, agree and adopt the policies for Special Education Need and Sex Education, along with other policies which have curriculum implications, as delegated by the Local Governing Body.
- Review and approve the Home-School agreement.
- Consider and advise the Local Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy.
- Consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees, the Board of Directors or the Local Governing Body i.e. Value for Money.
- Establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum).
- Ensure the group is rigorous in holding Leaders and Managers to account.

Policies:

- Review, determine and approve policies as delegated to the Committee as defined in the Policy Schedule.
- Ensure approval by the Board of Directors is obtained where necessary for policies outside the remit of approval for this committee.

These Terms of Reference approved by the Board of Directors	25 September 2023
Chair of the Committee	Mike McDougall
Date Committee established	9 th October 2013