

## Achievement & Curriculum Terms of Reference

### Purpose of the Achievement & Curriculum Committee

The Trust Board has established a committee of the Trust Board to be known as the Achievement & Curriculum Committee.

The Committee is authorised by the Trust Board to:

- Investigate any activity within its terms of reference; and
- Seek any appropriate information that it requires from any officer within the Trust and all officers shall be directed to co-operate with any request made.

### Powers of the Soke Education Trust Board

The Directors shall determine and approve the Achievement & Curriculum Committee Terms of Reference and shall review the Terms at the end of each academic year to take effect from 1 September

The Directors shall determine and approve the delegation of powers, responsibilities and duties to the Academy Committee and shall review this Scheme of Delegation at the end of each academic year to take effect from 1 September.

### Administration of Meetings

The Chief Executive Officer will meet with Headteachers of the Trust to draft an Agenda two weeks prior to the meeting. Papers for the meeting will be circulated at least one week prior to the meeting of Achievement & Curriculum Committee

It is expected that all Directors, Governors and Headteachers will have read the papers in advance. Where paperwork has not been received within the outlined timescale, it is at the Chair's discretion whether the business is covered at the meeting.

All recommendations and decisions made at meetings will be recorded accurately in writing. The minutes and actions will be sent to the Chair for draft approval and will be voted on at the next meeting of the same body.

### Terms of Reference

<b>Chair of committee:</b>	The Chair of the committee will be elected by the Trust Board
<b>Clerk:</b>	The committee will be clerked by a suitably qualified Governance Professional appointed by the Trust Board.
<b>Membership:</b>	The Committee shall be made up of elected Directors from the Trust Board. All members of the Committee shall be independent non-executive Trustees. A quorum shall be no less than 50% of the Board of Directors
<b>Quorum:</b>	The quorum for the transaction of the business of the committee shall be a minimum of three committee members and no vote on any matter shall be taken at a meeting of the committee if it is not quorate. Each director attending will have one equal vote. Where there is an equal split of votes, the Chair will have the casting vote.
<b>Meetings:</b>	The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year. Any two Committee members can request that the Chair convene a meeting by giving no less than 7 days prior notice. Each governor attending will have one equal vote. Where there is an equal division of votes the Chair shall have a casting vote. The Chief Executive and Chief Financial Officer normally attend meetings, or parts thereof, at the invitation of the Committee. The Chair of the Trust, other Board members and senior officers may also attend if invited by the Committee. The Committee has the right to exclude any Executive Director and any other attendees during any part of Committee business.

### Core Responsibilities

- To monitor the performance of the schools in the Trust as a whole, against agreed KPIs:
  - quality of leadership in each individual school,
  - academic performance
  - quality of SEND provision
  - quality of teaching and learning
  - exclusions
  - pupil and staff attendance;
- To review the Trust's improvement strategy
- To consider Ofsted or DfE Inspection reports
- To review the effective use of Pupil and Sport Premium funding and identify barriers
- To review the Trust's curriculum approach and changes to national legislation with regards to curriculum, examinations, SEND across the Trust
- To monitor the Trust's safeguarding strategy
- To review or investigate any matters referred to the Committee by the Trust Board
- To bring any significant recommendations and matters of concern to the attention of the Trust Board
- To review the strategic risks, and the adequacy and delivery of any mitigating actions, in relation to the areas delegated to the Committee.