



## The TRUE Learning Partnership

### THE TRUE LEARNING PARTNERSHIP Standards and Curriculum Committee Terms of Reference

#### Committee membership

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#### **Purpose**

The Standards & Curriculum Committee has delegated responsibility from the Trust Board of The TRUE Learning Partnership (the “Trust”) for the following:

- To take a strategic overview of curriculum, quality, standards and attainment across the Trust’s schools.
- To ensure that the Trust addresses the raising of standards in teaching and learning, student achievement and outcomes.
- To refer major issues to the full Trust Board for discussion and ratification and to consider specific issues remitted by the Trust Board to the committee for detailed consideration.

#### **Membership**

- The Committee shall comprise four members of the Trust Board including:
  - The Trust Leader is ex officio, a member of the committee.
  - Three other Trustees.
- Members of the Committee shall serve a term of 2 years.
- The Committee will elect a chair from within its own membership, who shall serve for a period of two years. The Chair may not be an employee of the Trust. In the absence of the Chair, members shall appoint a temporary replacement from among their number present at the meeting. Where necessary, the Chair may have a second or casting vote.
- Non-voting participants may be invited to meetings by the committee as and when

required, including:

- Headteachers of individual schools
- Chairs or link governors of Local Governing Bodies
- School Improvement Partner(s)
- QA Consultants
- External expert speakers

## **Quorum**

The quorum shall be a minimum of three members present in person or by virtual means.

## **Appointment of Clerk**

- The Committee shall appoint a clerk to take minutes and manage the business of the committee.
- In the absence of the Clerk, members will appoint a replacement for the meeting.
- No committee member employed by the Trust shall act as Clerk to the Committee.

## **Meetings**

### **Preparation**

- The Clerk to the committee shall be responsible for convening the meetings of the committee. Proceedings of any meetings must be minuted.
- The Clerk to the Committee shall circulate to members the agenda and papers at least a week before each meeting.
- Minutes must be presented for approval at the next committee meeting and remitted to the next meeting of the full Trust Board.

### **Frequency of Meetings**

The committee shall meet as often as is necessary to fulfil its responsibilities and at least once each term.

### **Authority**

- The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any Trustee, Committee, Local Governing Body, Sub-Committee of the Local Governing Body, Officer or employee of the Trust. All Trustees, Governors, Officers and employees of the Trust are directed to co-operate with any request made by the Committee.
- The Committee is authorised by the Trust Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

## Duties

The Committee is authorised:

- To ensure that the curriculum provided across the Trust's schools meets the statutory requirements, including those for reporting.
- To set Key Stage, GCSE and Sixth Form targets for the performance of the Trust each year.
- To monitor the Trust's performance regarding student achievement.
- To advise on ways in which Trustees and local governors can be involved in curriculum aspects of the School Development/Improvement Plan and the Self Evaluation Form.
- To approve the Trust Development Plan(s).
- To review the aims of the school curriculum in relation to the current statutory requirements on offer by the Trust, including those for Religious Education, Collective Worship and Sex & Relationships Education.
- To monitor pupil progress in relation to the targets set and with specific reference to particular groups.
- To agree actions and monitor progress towards improving standards of teaching and learning.
- To approve a Special Educational Needs and Disability (SEND) Policy and monitor its implementation via an annual report
- To prepare and review other curriculum policies within the Committee's overall curriculum, quality and standards remit.
- To monitor the impact of curriculum policies and planning on students' learning.
- To receive reports from Local Governing Bodies.
- To be mindful of the requirements of the Equalities Act.
- To consider other matters, as determined from time to time by the Trust Board.
- To receive information from the Executive Management Group and staff about how the curriculum is evaluated and resourced
- To consider and advise the Trust Board on standards and other matters relating to the Schools' curriculum, including statutory requirements and the schools' curriculum policies
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the Trust Board and other committees
- To make arrangements for the Trust Board to be represented at School Improvement discussions with the Local Authority and Regional Schools Commissioner, when necessary, and for reports to be received
- To understand the teaching philosophy of The TRUE Learning Partnership and lend support and advice if required
- To review the information and data about school performance and use this to contribute to school development planning and the SEF
- Together with the Trust Leader, local Headteachers and staff, identify priorities for the School Improvement plans, consider drafts for discussion and approval by the Trust Board and monitor, at least once a term, progress of implementation
- To encourage shared ownership of the development of the schools by staff, parents, governors and pupils, interpreting and developing their wishes in so far as they impact

on raising standards

- To ensure the requirements of children with special educational needs and/or disability are met through establishing and monitoring a SEN policy and any arrangements for gifted and talented children.
- To ensure that the Trust meets the needs of looked-after children
- To ensure that the Trust meets the statutory requirements of equality legislation
- To monitor pupil attendance and set targets as necessary
- To monitor pupil discipline and behaviour
- To agree protocols for Trustee and governor monitoring visits to the Trust's Schools
- Monitor the implementation of the Trust's Performance Management Policy
- Monitor and report on the use made of the Trust's Pupil Premium budget
- To monitor, update and review when appropriate and make recommendations to the Trust Board on the following policies: -
  - Admissions
  - Special Educational Needs (SEN) and Disability
  - School performance information published on website
- To monitor or and assist in the administration of the following:
  - Pupil disciplinary matters, including exclusions, appeals and behaviour incident monitoring
  - Setting of appropriate and challenging year group and end of key stage targets
  - Assessment arrangements for pupils at the end of each key stage
  - Reporting arrangements to parents and carers.
  - Complaints/Comments
- The committee should be involved should any complaint/comments be made relating to the curriculum.
- The committee must consider formal complaints about modification or disapplication in respect of individual pupils and make appropriate recommendations to the Trust Board about any action required.
- The Terms of Reference will be reviewed annually.

### **Reporting Procedures**

- The Clerk to the Committee shall circulate minutes of the meetings of the Committee to the Trust Board and Local Governing Bodies.
- The Chair of the Committee shall give an oral summary of the Committee's deliberations, if necessary, at meetings of the Trust Board.