



SOUTHEND EAST COMMUNITY ACADEMY TRUST CURRICULUM & PUPIL MATTERS COMMITTEE TERMS OF REFERENCE

Created and Adopted by Trust Board 27th March 2019

1. Membership

1.1. The membership of the Curriculum and Pupil Matters Committee will be a minimum of three Trustees. The CEO will automatically be a member.

2. Quorum

2.1. The quorum will be 3 members, one of whom must be the Committee Chair or Vice Chair.

3. Chair

3.1. The Chair will be appointed by the Trust Board annually.

3.2. The Vice Chair will be elected by the Curriculum and Pupil Matters Committee annually and lead the meeting in the absence of the Chair.

4. Clerk

4.1. The Trust Board Clerk will clerk all meetings of the Curriculum and Pupil Matters Committee. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the CEO).

5. Meetings

5.1. The Curriculum and Pupil Matters Committee will meet as often as is necessary to fulfil its responsibilities but at least once per academic term.

5.2. The Chair leads on and sets agenda items.

5.3. When decisions requiring a vote are raised, each member of the Curriculum and Pupil Matters Committee will have one equal vote. Where there is an equal division of votes, the casting vote resides with the Chair. Attendance / voting cannot be by proxy.

5.4. Any member of the Curriculum and Pupil Matters Committee may

request that the Chair invites additional guests to attend or contribute to a meeting (but this person will not have any voting privileges).

5.5. Resignations (actual or planned) should be announced at meetings. Any resignation does not become formal until approved and recorded in the meeting minutes.

5.6. The Clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within 10 school days of the meeting (or as agreed) and presented with the agenda for the next Curriculum and Pupil Matters Committee meeting.

6. Terms of Reference

6.1. Reviewed annually by the Trust Board.

7. Roles and responsibilities of the Curriculum and Pupil Matters Committee

7.1. To review individual Academy SEFs to evaluate effectiveness so that the level of support needed can be determined and provided.

7.2. To contribute to the Strategic Plan.

7.3. To consider safeguarding and equalities implications when undertaking all committee functions.

7.4. To complete an annual Curriculum and Pupil Matters Committee self-review.

7.5. To review and approve policies as delegated by the Trust Board.

7.6. To act on matters delegated by the Trust Board.

7.7. To maintain expenditure within the limits set by the Trust Budget Plan in relation to any matters delegated to the Committee.

8. Curriculum planning and delivery

8.1. To maintain an oversight of the Trust's offer.

8.2. To maintain oversight of the individual Academy Improvement Plan (AIP).



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8.3. To maintain oversight of the individual Academy Self Evaluation Form (SEF).

8.4. Review and monitor the Trust Strategic Plan for academy improvement.

8.5. To develop and review policies identified within the Trust's policy review programme and in accordance with its delegated powers (e.g. Relationship and sex education).

9. Assessment and improvement

9.1. To monitor and evaluate the effectiveness of leadership and management.

9.2. To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement, including national testing results.