

**King Edward VI Sheldon Heath Academy**  
**Curriculum and Pupil Welfare**  
**Committee**  
**Terms of Reference**

**Constitution**

Terms of Reference for all Committees:

- ❖ To act on matters delegated by the SGB Governing Board.
- ❖ To liaise and consult with other committees, where necessary.
- ❖ To contribute to the School Improvement Plan.
- ❖ To consider safeguarding and equalities implications when undertaking all committee functions.

**1. Membership**

The Committee will be appointed by the Governing Body and will comprise no more than seven and no fewer than three members, of whom a majority will be Governors.

The Governing Body will appoint one of the members of the Committee as its Chair (the '**Chair**'). In the absence of the appointed Chair and Vice Chair the Committee can appoint another member of the Committee to act as Chair for the meeting.

The Academy Trust Head of Governance will arrange for Committee meetings to be clerked (the '**Clerk**').

**2. Attendance**

The Committee may ask any member of staff from the Trust and School to join committee meetings either regularly or by invitation, to provide information.

Sheldon Heath Academy the following will join each committee meeting:

Vice Principal (MB)  
Vice Principal (JH)  
Assistant Vice Principal DSL (SM)  
SENDCO (LJ) as required

### **3. Voting**

The quorum for each meeting shall be three members of the Committee. Decisions of the Committee shall be taken by a simple majority of those members present and voting. The Chair will have a casting vote on an equality of votes.

### **4. Meetings**

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend. The Chair, in conjunction with the Principal and the Clerk, will be responsible for drawing up the agenda and the Clerk will make it available to Committee members at least 7 days in advance of the meeting.

### **5. Minutes**

The Clerk 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.

Draft minutes will be confirmed by the Chair prior to circulation to the Committee, at least 7 days before the next meeting.

### **6. Authority**

The Committee is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

Subject to the prior approval of the Head of Governance, the Committee is authorised by the Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it considers this necessary.

### **7. Curriculum – Teaching, Learning and Assessment**

- To ensure on behalf of the SGB that its strategic responsibility to raise standards is acted upon.
- To consider any Trust related evaluations and reviews provided and monitor the school implementation of recommended actions.
- To review and analyse the performance of the school, against national and local indicators, and to advise the SGB on any action required in order to sustain improvement.
- To review the School Evaluation Framework and to ensure that School Improvement Plan reflects the requirement to raise standards, and to monitor and evaluate it accordingly.
- To receive regular reports from the Principal and/or senior leadership team on the quality of teaching and learning, to identify areas for improvement, and to ensure that any necessary action is taken to maximise outcomes for pupils.

- To monitor the implementation of any Action Plan resulting from Ofsted inspection in order to maintain progress.
- To ensure that requirements of pupils and students with varying levels of ability, including more able, disadvantaged and those with special educational needs are met.
- To review and update all relevant policies delegated by the SGB.
- To monitor the impact of Pupil Premium Funding on the achievement and attainment of pupils; to ensure that the Pupil Premium Funding is spent appropriately, and that this information is easily accessible (e.g. on the school's website).
- To provide guidance and assistance to the Principal and the SGB in all matters relating to curriculum matters.
- To advise the SGB on the school's curriculum statement and their statutory obligations regarding curriculum.
- With the assistance of the Principal / Vice Principal Quality of Education and subject co-ordinators, receive information and consider how the curriculum is taught, evaluated, and resourced.
- To make recommendations to Finance Committee on resources that are needed to meet the needs of the whole curriculum, and the sustainability of the non-statutory elements.
- To have regard for areas of pupil development which do not fall specifically within the National Curriculum.
- To monitor and evaluate the delivery of curriculum provision for pupils to ensure continuity and progression including the receipt of curriculum audits and plans to aid in this process.
- To receive reports, at appropriate times, in respect of community links or initiatives and to determine appropriate action for the SGB.
- To ensure that annual assessment and examination arrangements comply with national requirements.
- To monitor and consider both examination results and academic testing at KS3 in relation to predictive testing and to report to SGB on any value-added achievements in order to monitor pupil progress against predicted outcomes.
- Receive reports from the Principal relating to pupil destinations.

<p><b>School Specific Duties:</b></p>
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## **8. Safeguarding, Behaviour and Attendance, Pupil Well-being**

- To ensure that requirements of pupils who may display vulnerable behaviours are met.

- To review and update all relevant policies delegated to them by the Governing Board or recommend approval, where appropriate.
- To provide guidance and assistance to the Principal and the Governing Board in all matters relating to behaviour and safeguarding matters with consultancy where necessary.
- To make recommendations to Finance Committee on resources that are needed to meet the needs of the students in relation to behaviour and safeguarding.
- To propose annual attendance targets, at least in line with National targets, and monitor progress towards achieving these.
- To support and monitor the implementation of strategies to improve attendance and punctuality of pupils.
- To ensure that the school meets the current requirements regarding Safeguarding.
- To ensure that Safeguarding is robust, and all necessary training and processes are followed.
- To monitor how the school deals with racism and equality issues and how they are reported.
- To support the school in promoting the Spiritual, Moral, Social and Cultural development of the students
- Monitoring the school's Behaviour and Anti-Bullying Policy, Safeguarding Policy and any other policies relevant to these duties.
- To systematically gather and review the views of parents, staff and students in order that outcomes are effectively used to inform planning.
- To contribute to and review the Trust annual safeguarding audit, ensuring any actions arising are undertaken by the school.

<b>School Specific Duties:</b>
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