

The Priestley Academy Trust

Terms of Reference



School Improvement Committee

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Purpose of the School Improvement Committee

The Priestley Academy Trust Board had established the School Improvement Committee (SI).

The purpose of the SI Committee is to develop approach, policies and procedures for: leadership and management, teaching and learning, curriculum development, development and review of KPIs, school improvement services, safeguarding, behaviour, exclusions, extra-curricular provision, admissions and parental and community engagement for the Trust.

The SI Committee will ensure all Trustees serving on this Committee have the skills, knowledge and information to effectively implement the Trust's educational policies, plans and procedures, together with supporting, challenging and monitoring the Trust's standards and attainment and outcomes for all pupils.

Roles and responsibilities of the School Improvement Committee

The responsibilities delegated to the SI Committee by the Trust Board include:

- To ensure that the highest possible standards are set and maintained across the Trust.
- To receive a termly report from the Executive Team regarding standards and performance of the Trust against key performance indicators.
- To identify any areas of concern in respect of standards and performance and to implement a plan of action with the Executive Team.
- To consider recommendations from external reviews of the Trust/schools (e.g. Ofsted or external moderators), agree a plan of action to address recommendations, and support the Chief Executive Officer in the implementation and monitoring of action plans.
- To advise the Finance, Audit and Risk (FAR) Committee on the relative funding priorities necessary to deliver the curriculum and improve the learning environment within funding constraints.
- To ensure that the requirements of pupils/students with a range of needs are met, as laid out in the Code of Practice, and receive termly reports from the Headteacher/SEND Co and an annual report from the SEND Governor.
- Develop for the Trust's consideration and approval, KPIs for the Trust as a whole and for individual schools.
- Ensure that KPIs include and identify the attainment of disadvantaged, underperforming and priority groups and individuals within pupil cohorts.
- To develop, review and scrutinise the Trust policies in line with its delegated powers, for recommendations to the Trust Board (e.g. child protection and safeguarding, behaviour, complaints procedure, classroom management, etc.).
- Develop, for approval by the Trust Board, and keep under review the Trust's admissions policy and oversubscription criteria.
- To monitor and evaluate the effectiveness of leadership and management.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.

- To monitor the Trust publicity, public presentation and relationships with the wider community and take into account the view of parents, pupils and key stakeholders.
- To ensure all statutory requirements for reporting and publishing information are met and the Trust website content is fully compliant and presented in an accessible way.
- To identify and celebrate student achievements.
- To oversee arrangements for education visits, including the appointment of a named co-ordinator.
- To ensure the schools appoint a Designated Safeguarding Lead (DSL) for child protection who has undertaken training in inter-agency working, in addition to child protection training.
- To ensure all staff, including temporary staff and volunteers, are provided with the Trust's safeguarding/child protection policy and staff behaviour policy/code of conduct.
- To monitor and evaluate the Trust's procedures for dealing with allegations of abuse made against members of staff including allegations made against the Headteacher and allegations against other children.
- To monitor and evaluate the Trust's safer recruitment procedures, including statutory checks on staff suitability to work with children and disqualification by association regulations.
- Monitor and evaluate the arrangements for child protection training, including staff being regularly updated in line with statutory requirements– 'at least annually' for DSL. Ensuring all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL.
- Monitor and evaluate how the schools ensure pupils are taught about safeguarding, including online, as part of a broad and balanced curriculum.
- Ensure all trustees read the Keeping Children Safe in Education (KCSiE) document each academic year.
- Ensure all governors read part 1 of Keeping Children Safe in Education (KCSiE) each academic year.

The SI Committee, in transacting its business will review on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

Membership of the School Improvement Committee

- The SI Committee will be appointed by the Trust Board and will comprise of no more than five and no fewer than three members.
- The majority of members of the SI Committee will be Trustees; at least one of whom shall have recent and relevant educational experience.
- The Trust Board will appoint one of the members of the SI Committee as its Chair.

Organisation

- Chair appointed annually.
- Terms of Reference, constitution and membership – reviewed annually.
- **Quorum: three Trustees.**
- Decision will be by simple majority of members in attendance and the Chair will have the casting vote on an equality of votes.
- **Executive Officers in attendance have no voting rights.**
- To meet at least three times a year, and additionally as and when required as determined by the Committee.

Attendance

The SI Committee may ask the Chief Executive Officer, and any other senior executive to attend meetings of the Committee either regularly or by invitation.

Clerk

The Clerk will minute the proceedings and resolutions of the SI Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.