



Nurturing inclusive learning communities

Learning & Achievement Committee

Terms of Reference 2023-24

1. **Introduction & Purpose**

The purpose of the Learning and Achievement Committee is to:

- support the Board of Trustees in fulfilling statutory duties relating to curriculum, standards and safeguarding;
- support the Board in understanding the unique context of each academy whilst ensuring a consistent approach to reporting;
- support the Board in understanding relevant key performance indicators, including performance, progress, outcomes, behaviour, attendance;
- support the strategic role of school and Trust leadership;
- support and challenge by linking the work of committees to key priorities in the Trust's strategic plans.

2. **Scope of responsibilities**

2.1. To monitor key performance indicators including:

- Behaviour
- Attendance
- Progress and outcomes in academic learning
- Progress in social and emotional aspects of learning

2.2. To monitor children's progress holistically with an understanding of barriers to learning and evaluate against historic rates of progress.

2.3. In monitoring key performance indicators ensure all vulnerable children's needs have been identified and addressed by evaluating their progress and achievement:

- Looked after children
- Pupil Premium
- Special Educational Needs and Disability (SEND)
- English as an Additional Language (EAL)
- Children on personalised part time timetables
- Safeguarding

2.4. To monitor the school improvement journey of each academy ensuring a high-quality of education for all children.

2.5. To monitor the views and associated academy responsive action plans of the annual stakeholder consultation (parent, pupil and staff questionnaires).

2.6. To ensure that effective safeguarding procedures are in place across all academies.

2.7. To regularly review the provision for children with special educational needs and disabilities, ensuring that statutory requirements and the Education, Health and Care Plans of children with specific needs are met.

- 2.8. Monitor and review pupil premium plans and impact.
- 2.9. To ensure that all children have a broad and balanced, inclusive curriculum in line with statutory requirements.
- 2.10. To regularly review the following policies ensuring that they are operating effectively;
 - Behaviour policy
 - Careers and careers access policy
 - Medical Needs policy
 - RSHE Policy
 - Online safety policy
- 2.11. To monitor academy improvement plan priorities and review progress against them.
- 2.12. To keep under review the requirements of the Equalities Act 2010 in relation to curriculum, teaching and learning, assessment, and achievement and progress. Monitor and report any emerging issues to the board of trustees.

3. **Constitution and Membership**

Membership: Up to 4 Trustees and up to 2 co-opted Committee members.

Quorum: At least 2 Trustees

In attendance (agreed in advance by the Chair): CEO, Clerk. As invited Executive Leaders, Head Teachers / Heads of School, Deputy / Assistant Heads.

Co-opted Committee members will have voting rights. The Chair of the Committee will have the final or casting vote, in the event of an equal division of votes.

4. **Frequency of Meetings and Administration**

- 4.1. The Committee will meet at least once per term and be prepared to meet up to 6 times a year; otherwise as required unless its core function is fulfilled by the full Board;
- 4.2. The Committee will receive reports from the academies in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation;
- 4.3. Whenever possible, reports will be shared in common across the academies.
- 4.4. The Committee is authorised by the Trust Board to:
 - carry on any activity authorised by these terms of reference;
 - seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.
- 4.5. Proceedings of Committee Meetings
 - a) every matter to be decided at a meeting of the Committee must be determined by a majority vote of the members present and voting on the matter;
 - b) where there is an equal division of votes the Chair shall have a casting vote;

- c) a register of attendance shall be kept for each Committee meeting and published annually on the Trust’s website in accordance with the Academy Trust Handbook.
- d) Approval of policies and documents may, at times, be required outside of Committee meetings. In such circumstances Trustees can seek approval via e-mail through the Clerk.
- e) Where a quorum of responses is not received by the approval date, the approval will be requested from the full Board of Trustees via e-mail through the Clerk.

5. Sign Off

Approved by Board of Trustees on:	14/09/2023
Next review date:	September 2024