



The Circle Trust Document: **Terms of Reference for St. Crispin's School Curriculum & Pastoral Committee**

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Approver:	Trustees
Owner:	Local Advisors
Date:	June 2021
Next review:	June 2022

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	28.6.2021		New Document	First release
1.1				
1.2				
1.3				

1. Membership

- 1.1. The Committee will be made up of not less than 5 Local Advisors appointed to the Committee by the full Local Advisory Board (LAB).
- 1.2. The position of Chair and Vice Chair of the Committee will be agreed annually at the first Committee meeting of the academic year.
- 1.3. The Headteacher and such other members of the senior leadership team or staff as the Headteacher may nominate will attend Committee meetings to provide information and participate in discussions, but will have no voting rights.
- 1.4. The Chair of the Committee may invite others who are not Committee members to attend and contribute to meetings, but they will have no voting rights.

2. Quorum

- 2.1. The quorum for Committee meetings and votes will be any 3 Committee members or, where greater, any one third (rounded up to the nearest whole number) of the total number of Committee members serving at the date of the meeting, in either case present and entitled to vote.
- 2.2. Committee members must be present to vote and may not appoint a proxy or alternate to vote for them.
- 2.3. Committee members may participate in meetings by telephone, video conference or an online platform and will be counted in the quorum and as present if they are able to hear and be heard.

3. Voting and interests

- 3.1. Any decisions taken must be determined by a majority of votes of Committee members present and entitled to vote on the matter under consideration.
- 3.2. Each Committee member will have one vote unless there is an equal division of votes, in which event the Chair of the meeting shall have a second and therefore the casting vote.
- 3.3. At the beginning of each meeting, the Chair is required to ask if there are any declarations of interest. If any interest is declared, the meeting will determine how the interest will be dealt with before any further business is conducted. This shall include but is not limited to the Committee member concerned absenting themselves from the discussions and not taking part in the decision or vote on the specific agenda item. Each declaration of interest and how it is dealt with will be formally recorded in the meeting minutes.
- 3.4. A written resolution signed by all the Committee members entitled to receive notice of a meeting of the Committee shall be valid and effective as if it had been passed at a meeting and may consist of several documents in the same form, each signed by one or more Committee members.

4. Frequency of Meetings

- 4.1. The Committee will meet at least 3 times each academic year at appropriate times and otherwise as the Committee may determine to discharge their responsibilities effectively.

5. Notice of meetings

- 5.1. Meetings will be called by the Clerk to Local Advisors at the request of:
 - 5.1.1. the Committee Chair, or
 - 5.1.2. if there is a vacancy in the position of Chair, the Committee Vice Chair, or
 - 5.1.3. 4 or more Committee members, or
 - 5.1.4. the Headteacher or Chair of Trustees if either may consider a meeting necessary.
- 5.2. Notice of each meeting confirming the venue, date and time of the meeting, together with an agenda of items to be considered and the supporting papers, will be sent to each Committee member and any other person required to attend at least 7 clear days before the meeting (or, if any supporting paper is not then available, as soon as possible in advance of the meeting).
- 5.3. If, however, the Committee Chair or, in the absence of the Committee Chair or where there is a vacancy in this post, the Committee Vice Chair, or the Chair of Trustees determines there are matters demanding urgent consideration it will be sufficient if written notice of a meeting, the agenda and any supporting papers are given within such shorter period as the Committee Chair, Committee Vice Chair or the Chair of Trustees as the case may be directs.
- 5.4. At the same time as being sent to Committee members, the notice, agenda and supporting papers (with the exception of confidential Part 2 items) will be published on SharePoint.
- 5.5. Generally, agendas will be agreed by the Chair of the Committee (or person(s) requesting the meeting) with the Headteacher (or their designated representative from the Senior Leadership Team) although new items of business may be introduced at the meeting if the Committee members agree.

6. Minutes of meetings

- 6.1. The Clerk to Local Advisors will minute the proceedings and decisions of all Committee meetings, including the recording of the names of those present and in attendance and all interests declared and how those interests were dealt with.
- 6.2. In the absence of the Clerk, the Committee members present will nominate a person (other than the Headteacher or a member of the Senior Leadership Team) to act as Clerk at that meeting.

- 6.3. Draft minutes will be prepared and agreed by the Committee Chair and Clerk to the meeting and distributed to all Local Advisors at the latest two weeks after the meeting. At the same time, the agreed meeting minutes will be published on SharePoint together with any papers considered by the meeting and not previously published, with the exception of Part 2 confidential minutes and papers.
- 6.4. Part 2 minutes and papers will be confidential to the LAB and made available to Trustees promptly but only on request from the Chair of Trustees or Company Secretary.

7. Role, functions and responsibilities of the Committee

- 7.1. The role of the Committee is to encourage, challenge and monitor the development and delivery of high-quality curriculum and pastoral provision across the school in line with the Trust and school vision and core values, approved policy and statutory requirements.
- 7.2. The specific functions and responsibilities of the Committee are to:
 - 7.2.1. review and monitor the School's curriculum provision, challenging senior leaders to ensure teaching is highly effective across the school and the curriculum is broad and balanced and inspires pupils to learn, including pupils' spiritual, moral, social and cultural development, and within this, the promotion of fundamental British values;
 - 7.2.2. ensure targets for pupil achievement are set and monitor progress towards school targets relating to pupil attainment, including narrowing educational gaps, progress, attendance, behaviour and well-being and to hold senior leaders to account for achieving these;
 - 7.2.3. maintain oversight of the Schools' safeguarding arrangements (including receiving and reviewing reports from the school's designated safeguarding lead) and challenge senior leaders to ensure safeguarding is effective and that the work to protect pupils from radicalisation and extremism is of the highest standard;
 - 7.2.4. review reports on behaviour, attendance and exclusions (fixed term, permanent and managed moves) and monitor the effectiveness of provision to support pupils, in particular those vulnerable to exclusion;
 - 7.2.5. ensure The Circle Trust's latest curriculum and pastoral Adapt and Adopt policies are promptly adapted for the School and adopted by the LAB, including the policies listed at sub-paragraphs i, ii, iii, iv, viii, ix and x in section 7.2.6;
 - 7.2.6. challenge and monitor the implementation and impact of curriculum and pastoral policies including:
 - i. Special Educational Needs Policy
 - ii. Behaviour Policy
 - iii. Health, Relationships and Sex Education Policy
 - iv. Curriculum Policy, including the delivery of religious education, teaching and learning, assessment, recording and reporting

- v. Attendance Policy
 - vi. Supporting pupils with medical conditions
 - vii. Exam and Controlled Assessment Procedure, where applicable
 - viii. Careers' Education, Information, Advice and Guidance Policy (including Provider Access Statement), where applicable
 - ix. Off Site Educational Visits Policy
 - x. School Uniform Policy
- 7.2.7. receive and review reports from the link Advisors for Safeguarding, SEND and the ASD unit, if any, Pupil Premium, Looked After Children and Careers' Advice and Guidance (in a secondary school only) at least 7 clear days before each meeting of the Committee and consider at the meeting whether any further actions are necessary or appropriate;
- 7.2.8. annually approve the school's SEN Information Report and ensure there is published on the school website information about the implementation of the Local Advisors' policy for pupils with SEND, including the SEN Information Report and Accessibility Plan and how a parent or carer with a child with SEND can make a complaint;
- 7.2.9. in relation to the use of the pupil premium and other funding (including COVID catch up), monitor and hold the Headteacher to account in relation to the impact made to the learning and progress of pupils;
- 7.2.10. carry out any other duties as may be occasionally requested by the LAB or Trust Board.

8. Reporting obligations

- 8.1. All decisions and recommendations of the Committee are to be reported and considered at the next scheduled meeting of the full LAB.

9. Committee review

- 9.1. At least annually in the Spring term, the Committee will review its composition and Terms of Reference to ensure it is operating at optimal effectiveness and recommend any changes it may consider necessary or otherwise appropriate to the full LAB for consideration and, if the LAB considers appropriate, recommendation to the Trust Board for approval.
- 9.2. Any changes to these Terms of Reference must be approved by the Trust Board.