

## WMAT Trust Board School Improvement Committee

### 2021-2022 Terms of Reference

#### Committee Membership and Meetings;

1. The membership of this committee shall be;
  - Jennie Perry - Trustee
  - Stephen Wilson - Trustee
  - Frances Bartlett – Trustee
  - Janet Watts – Trustee
  - Karen Metcalfe - Trustee
  - Annabel Kay – Trustee and CEO

The WMAT School Improvement Director is invited to attend meeting and to report to the committee.

2. Additional attendees can be invited to assist or advise on a particular matter or range of issues. Any board member may attend a meeting as an observer.
3. The membership will be agreed annually, normally at the first meeting of the board in the autumn term. It must include a majority of Board Members.
4. The Chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the Chair is absent from a meeting the committee will elect a temporary replacement. No employee or non-director can be a Chair.
5. The quorum for each committee meeting is fixed at 3 and must include a majority of board members eligible to vote.
6. All members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.
7. The committee must meet at least three times each academic year, prior to WMAT Board meetings, and as often thereafter as is necessary to fulfil its responsibilities.
8. The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated to all trustees.

#### Purpose of Committee;

To have a strategic oversight of the curriculum, standard and quality of educational provision across the Multi Academy Trust as a whole and to be able to use this to challenge senior leaders to ensure the best possible outcomes for our pupils.

**The Committee will be responsible for;**

1. Monitoring the impact of school improvement in all MAT Schools
2. To monitor and review progress against the WMAT Development Plan.
3. To agree common school development themes and an appropriate response to the challenges identified.
4. Monitoring the progress and outcomes of all children within the MAT from Nursery to year 13.
5. To receive and act on, as appropriate, an annual summary analysis of each year's statutory data and advise the MAT Trustees and hold the Academy Committee (as appropriate) accountable for any issues arising.
6. Reviewing key national initiatives and monitoring the delivery of appropriate responses
7. To scrutinise, consider and challenge a wide range of teaching and learning targets, including overall performance across all schools.
8. To review the monitoring of the quality of teaching in all MAT schools
9. To agree a common framework for data reporting
10. To provide strategic leadership to Academy Committees on issues related to school improvement  
These include  
    monitoring of their schools curriculum and educational outcomes,  
    Implementation of the Safeguarding policy,  
    Deployment of Pupil premium funding,  
    School specific content of websites and prospectuses,  
    Development and implementations of admissions policies,  
    Management of fixed term and permanent exclusion of students,  
    Behaviour policy  
    RE provision  
    SRE policy
11. To have oversight of the quality of scrutiny of Academy Committees on issues relating to school improvement and make recommendations if required.
12. To have oversight of safeguarding compliance in each Trust school, through receipt of policies and annual audit
13. To provide a strategic oversight of the curriculum in each Trust school.
14. To monitor the effectiveness of each curriculum in support of Key Stage transition.

15. To strategically review curriculum related policies, specifically the Teaching and Learning and Sex and Relationship policies.
16. To Coordinate Trust response to OFSTED inspection visits and final reports, including impact on all schools of any standards related matters.
17. To work with other committees and provide input to any committee plans to ensure performance and standards are properly considered and appropriate funding assigned.

### **Reporting requirements;**

Produce a summary report to the Trustees after every meeting including;

- decisions taken,
- areas of concern
- each individual school's performance against national tests and examinations.
- action plan in response to OFSTED inspection findings on any standards related matter.
- National/local changes to statutory requirements ref school improvement
- Issues which have implications for finance and personnel decisions

### Advising and requiring actions of Academy Committees

Specific responsibility for the dissemination of information and actions required of Academy Committees will be delegated to the Clerk to the WMAT. Academy Committees will be required via that person to confirm actions taken.

### Advising and requiring actions of Academy Schools

Delegated responsibility for informing and ensuring actions required by the committee are executed at individual school level will be through the Chief Executive Officer and recorded in the committee minutes.

### **Policies and Procedures assigned to this committee are:**

Prospectus and website (As pertain to the MAT)

WMAT Behaviour principles statement

WMAT overarching attendance policy

WMAT Governor Monitoring Policy

WMAT Governor Handbook

Receive school safeguarding policies for oversight

**These Terms of Reference for the School Improvement Committee of the WMAT were approved by The WMAT Trust Board on the 14th July 2021**

**Review Due July 2022**

## Schedule of Business – School Improvement Committee

<b>AUTUMN TERM</b>	<b>SPRING TERM</b>	<b>SUMMER TERM 1</b>	<b>SUMMER TERM 2</b>
Receive CEO primary data summary; attendance, exclusion, attainment	Receive CEO primary data summary; attendance, exclusion, attainment	Receive CEO primary data summary; attendance, exclusion, attainment	Receive SATs results and consider impact on school improvement requirements
Receive CEO secondary data summary; attendance, exclusions, attainment	Receive CEO secondary data summary; attendance, exclusions, attainment	Receive CEO secondary data summary; attendance, exclusions, attainment	
Receive School Improvement Directors Report (includes RAG rating of support required)	Receive School Improvement Directors Report (includes RAG rating of support required)	Receive School Improvement Directors Report (includes RAG rating of support required)	
Receive School Improvement Partner report (report on the impact of the school improvement work)			
Receive updates on WMAT wide school improvement strategies	Receive updates on WMAT wide school improvement strategies	Receive updates on WMAT wide school improvement strategies	Receive updates on WMAT wide school improvement strategies
Receive and review MAT Development Plan	Receive and review MAT Development Plan	Receive and review MAT Development Plan	
Receive School Improvement schedule	Receive School Improvement schedule	Receive School Improvement schedule	
Consider School Improvement related policies for approval	Consider School Improvement related policies for approval	Consider School Improvement related policies for approval	
		Review Terms of Reference and recommend approval to the Trust Board	
Review completion of safeguarding audit recommendations and any safeguarding issues reported by the school/LGB	Receive Safeguarding Audits from all WMAT school with recommended actions	Review completion of safeguarding audit recommendations and any safeguarding issues reported by the school/LGB	
Agree report to the Trust Board	Agree report to the Trust Board	Agree report to the Trust Board	