



BDMAT
Birmingham Diocesan
Multi-Academy Trust

School Effectiveness Committee Terms of Reference

Issued: November 2018

Next Review due: Autumn 2019



Purpose of the committee:

The purpose of the School Effectiveness Committee is to monitor the curriculum, standards and quality of educational provision, including the provision to enable all involved with the school to experience 'life in all its fullness'.

1.0 CONSTITUTION

1.1 The Board of Directors (the Directors) of Birmingham Diocesan Multi-Academy Trust (BDMAT) referred to as the Trust Board, hereby resolves to establish a committee of the Trust Board to be known as the School Effectiveness Committee (the Committee).

2.0 MEMBERSHIP

2.1 The Committee shall have a minimum of three members and a maximum of six members. A majority of Committee members must be Directors of the Trust Board.

2.2 The Committee's current members are set out in Appendix 1.

2.3 Subject to paragraph 2.4, the Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair. The CEO is not eligible to be elected as Chair of the committee.

2.4 No person may act as Chair under paragraph 2.3 unless they are also a member of the Trust Board.

2.5 The Chair of Directors shall ensure that a clerk is provided to take minutes at meetings of the Committee.

2.6 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3.0 REMIT AND RESPONSIBILITIES OF THE COMMITTEE

3.1 The Committee shall be responsible for the matters set out in the terms of reference.

4.0 PROCEEDINGS OF COMMITTEE MEETINGS

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter. Should the meeting not be quorate, an email vote is permitted following the meeting.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

5.0 AUTHORITY

- 5.1 The Committee is authorised by the Trust Board to:
 - Carry out any activity authorised by these terms of reference; and
 - 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.

6.0 REPORTING PROCEDURES

- 6.1 Within 14 days of each meeting the Committee will:
 - Produce and agree minutes of its meetings;
 - Provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board. (together called the "Committee Reports").

- 6.2 The Committee Reports can be agreed by Committee members by email.
- 6.3 The Committee Reports will be sent to the Trust Board within 21 days following each Committee meeting.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

7.0 TERMS OF REFERENCE

- 7.1 Recommending to the Trust Board for approval the educational targets of the schools (in consultation with the Headteacher Group), including, but without limitation, determination of each of the schools' development plans.
- 7.2 Considering and evaluating performance of the schools against KPIs set by the Trust Board (in consultation with the relevant Local Academy Boards) in relation to schools and other matters.
- 7.3 Oversight of the school's effectiveness to deliver against the MATS vision of 'life in all its fullness', including ensuring a broad, balanced and relevant curriculum for all pupils;
- 7.4 Oversight of the effectiveness of the Christian Character of the school
- 7.5 Monitoring the overall effectiveness and efficiency of leadership and management at the schools, including quality of care and quality of provision
- 7.6 Considering and evaluating the effective use of the Pupil Premium funding by the schools and its impact on the achievement of disadvantaged pupils.
- 7.7 Receiving reports on the quality of teaching and learning and making recommendations to the Trust Board.
- 7.8 Commenting and advising on the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.
- 7.9 Considering the aims and priorities for raising standards of achievement in each of the schools' strategic plans.

- 7.10 Receiving reports from the Headteachers and reviewing student attendance, exclusions, punctuality and disciplinary matters for each school.
- 7.11 Receive OFSTED and SIAMS reports related to each academy and monitor progress towards development points raised in the reports
- 7.12 Ensuring that the legal requirements for children with special needs are met and that they are given support for learning.
- 7.13 Ensuring that each Academy fulfils its legal requirement to publish information about their Academy's performance and curriculum and other information legally required on the academy's website
- 7.14 Receiving and considering revisions to policies which relate directly to the work of this Committee including but not limited to safeguarding, special educational needs, spiritual, moral and cultural development, attendance, punctuality, behaviour, rewards and sanctions, home-school agreements, uniform, homework, educational visits, equal opportunities, and relationships and sex education.
- 7.15 Working on behalf of the Trust Board to ensure each school complies with its commitment to training for all personnel.
- 7.16 Promoting partnership working between parents / carers and the schools to promote high standards of attendance, behaviour and learning by students.
- 7.17 Undertaking consultation with students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the schools to assess its performance against its stated aims and objectives.
- 7.18 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.
- 7.19 Oversight of child safeguarding procedures across the Trust;
- 7.20 Reviewing or investigating any other matters referred to the Committee by the Trust Board.
- 7.21 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.
- 7.22 Consider any other matters where requested to do so by the governing body.



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Appendix 1

Members of the School Effectiveness Committee

Sarah Smith

Barrie Scott

Christine Arrowsmith

Jan Smart

Geoff Harley-Mason

Christopher Mansell