



# Academic Achievement and Student Welfare Committee Terms of Reference

Date effective from	November 2023
Date approved by Trustees	December 2023
Policy Prepared by	Mrs M Scrivens, Chair of Trustees

## **Related documents and webpages:**

Lostock Hall Academy Trust: Articles of Association 2023 <https://lostockhallacademy.org/>

Department for Education: Governance Handbook 2020

<https://www.gov.uk/government/publications/governance-handbook>

Academy Trust Handbook 2023 <https://www.gov.uk/guidance/academy-trust-handbook>

Charity Commission: The essential trustee: what you need to know, what you need to do.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Companies House: <https://www.gov.uk/government/publications/company-registrars-rules-and-powers/company-registrars-rules-and-powers>

National Governance Association: The Role of Members in an Academy Trust

<https://www.nga.org.uk/knowledge-centre/the-role-of-members-in-an-academy-trust/>

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# 1. The role of the committee

The main purpose of this committee is to review the curriculum provision, Academic Achievement and Student Welfare provision for students. It will include oversight of staff and trustees CPD and reports from lead Trustees. Members will need to have an awareness of current curriculum provision and national trends. Members should also be aware of key educational performance indicators and be able to interpret data on achievement. It will also include child protection/safeguarding; pastoral care; attendance; impact reports from Educational/Off Site visits; behaviour; admissions and exclusions in respect of students; and the health and wellbeing of students; equality and accessibility for all. The Child Protection/Safeguarding, Disadvantaged Students and SEND lead trustees should be members of this committee.

## 2. Membership and quorum

The Academic Achievement and Student Welfare Committee will be appointed by the Trust Board. A Chair, Vice Chair and Governance Professional must be elected at the first meeting of the academic year which is held in the Autumn term. These meetings are usually held electronically but there may be times when the group will meet face to face.

Membership of the committee must be at least 3 members of the Trust Board, with at least 3 members must attend for the meetings to be quorate.

Membership of the committee will be firstly determined by the individual skills and secondly by choice. Members should at least have reasonable experience of financial management if they do not have a suitable qualification.

The membership of Academic Achievement and Student Welfare Committee may include persons who are not trustees, but have been approved by the Trust Board, provided that a majority of members of the Academic Achievement and Student Welfare Committee are trustees.

Only appointed members of the committee will have the right to vote on any matters. The committee may appoint non-voting members who are able to provide advice to the committee – any non-voting members must be approved by the Trust Board. Associate members may be members of the committee – they are able to offer advice to the committee but will only have voting rights as determined by the Trust Board.

## 3. Term of office

The committee will be appointed annually by the Trust Board.

Members of the Academic Achievement and Student Welfare Committee will hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the Trust Board – whichever occurs first.

## 4. Meetings

The Academic Achievement and Student Welfare Committee will meet as often as is necessary to fulfil its responsibilities, and at least once per term.

The Chair of the committee, or any three committee members, will only call unscheduled meetings where it is deemed the full Trust Board is required to attend; for example, to receive feedback on the examination results and only as long as appropriate notice of at least seven days is given to other members. A shorter notice will only be given where the chair of the committee decides a particular finance issue requires addressing immediately.

The frequency and dates for committee meetings will be decided before the first Autumn term of the academic year.

The Governance Professional will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered no fewer than five working days prior to the meeting.

The Governance Professional will take minutes during committee meetings. The minutes will be approved by the chair of the committee before being circulated to committee members and the Trust Board, they will then be uploaded to the Governor hub. Confidential minutes will only be shared with committee members who were present at the meeting where the confidential item was discussed.

The committee may invite non-members to meetings to assist or advise on a particular matter. These attendees will not be entitled to vote on any matters. Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee that is present at the meeting will be entitled to one vote.

A register of attendance will be kept for each meeting, and this will be published on the school's website on an annual basis.

The Principal is invited to attend all meetings. Other members of SLT/staff may be invited to discuss specific items.

## 5. Authority

The committee is authorised by the Trust Board to be responsible for

- Attendance
- Behaviour
- Staff and trustees CPD
- Curriculum Provision
- Disadvantaged student provision
- Educational /Off Site Visits (evaluation)
- Exclusions
- Ofsted
- Pastoral Care
- Pupil Premium
- SEND Provision
- Student Achievement
- Student Welfare
- Target Setting
- Teaching and Learning

They are also authorised to investigate any activity within its terms of reference to:

- To seek any additional information, it required assist with any request made by the committee.

- To obtain any external legal or independent professional advice where necessary.

## 6. Duties

### General

Reference number	Duty description
1	To observe and comply with the Trust Board's Code of Conduct at all times.
2	To appoint a Governance Professional at the first meeting of the academic year, to advise and guide the Academic Achievement and Student Welfare Committee of their duties and responsibilities, and to record minutes of all committee meetings.
3	To agree to the terms of reference for the Academic Achievement and Student Welfare Committee and review these on an annual basis.
4	To deal with all matters relating to Academic achievement and student welfare that have been referred by the Trust Board, including considering recommendations from other committees that may have implications.
5	To keep up-to-date with any relevant legislation and advise the Trust Board of when policies may need to be revised, ensuring that the Academy's procedures are in accordance with DfE guidance.
6	To fulfil their responsibilities committee members must participate in formal training when appropriate, in addition to personally developing their knowledge of educational matters.
7	To report to the Trust Board on the proceedings, recommendations and decisions of the committee.

### Academic Achievement

8	To monitor the impact of additional funding to support and improve the personal development of disadvantaged students.
9	To ensure equal opportunities for all students.
10	To evaluate the of impact of educational / off site visits, AGT and online safety
11	To monitor the impact of SEND provision in maximising outcomes for students
12	To monitor and impact of identified groups ie. Pupil Premium, Boys, LAC, AGT
13	To evaluate the quality of teaching and learning
14	To monitor all measures taken to improve the quality of teaching and learning and reviewing CPD undertaken by staff and trustees to ensure that it has effective impact and is 'value for money'
15	To consider the contribution of homework to academic achievement
16	To ensure that any matters that have significant financial implications are referred to the Finance, Risk and Staff Welfare Committee

17	To monitor the community and parental engagement and evaluation
18	To review of the Risk Register in relation to the responsibilities of this Committee

### Student Wellbeing

Reference number	Duty description
1	To review safeguarding procedures in the Academy to ensure they meet legal requirements and are effective at keeping children safe, including online safety
2	To review the Child Protection Policy and recommending its approval to the full Trustees Board
3	To review the pastoral care system within the Academy to monitor its effectiveness in promoting child development
4	To review procedures for maximising attendance and ensuring that poor attendance is effectively addressed
5	To monitor the systems in place at the Academy to promote and reward good behaviour, and to manage and address poor behaviour
6	To monitor the impact of the CAP initiative
7	To review the procedures and policies for dealing with admissions and appeals, and recommending the Admissions Policy for approval by the full Trustees Board
8	To monitor the impact of in-year admissions and any Local Authority directions
9	To monitor the level of exclusions and reviewing action taken to reduce exclusions and to identify and respond to data that indicates an undesirable trend
10	To ensure that the Academy is meeting all requirements for equality, diversity and inclusion of all students
11	To monitor student voice activities and maintaining good communications

## 7. Monitoring and Review

These terms of reference will be reviewed on an annual basis by the Trust Board. Upon review, this document will be signed by the Chair of Trustees and the Chair of the Academic Achievement and Student Welfare Committee. Changes to these terms of reference will be distributed to all members of the Academic Achievement and Student Welfare Committee.