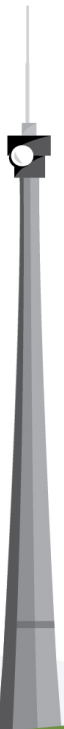


# Curriculum Development Group

## Terms of Reference

Reviewed By	Approved By	Approved	Version	Review Date
Trust Board	M Jones	8 <sup>th</sup> July 2020	V1.0	July 2021



## Introduction

The Governance Handbook issued by the Department for Education states:

*All boards, no matter what type of schools or how many schools they govern, have three core functions:*

- 1. Ensuring clarity of vision, ethos and strategic direction;*
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and*
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent.*

The purpose of this development group is to support the detailed work of the second of these three core functions. It does this on behalf of the Board of Trustees and must report back key findings to the Standards and Effectiveness Committee so that the Board of Trustees can carry out its duties effectively.

Further guidance on this area can be found in the [Governance handbook](#) issued by the DfE and also the [Competency framework for governance](#).

## Membership

Members of this development group will be appointed by the Board of Trustees and the local governing bodies and should comprise of as a minimum:

- 3 trustees (Chair to be elected)
- 2 governors per school (8 in total)

Attendees of this development group would normally be as a minimum:

- Executive lead
- School Improvement Officer

The development group may invite staff colleagues to be in attendance at meetings where they will add benefit/contribution to discussions and the agenda, with due regard to staff workload.

## Quorum

This is a non-decision making group. A quorum is not required.

## Meetings

The Curriculum Development Group will meet at least twice a year.

Recommendations from this group must be passed to the appropriate Trust Committee for review and any appropriate decisions to be made.

Notes must be taken as a record of the meeting and actions tracked in order that trustees have the necessary oversight to ensure effective governance.

The development group will not be formally clerked.

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To best practice across the schools and provide recommendations to the trust of improvements to enhance and develop curriculum standards. This group will focus on the trust-identified area for improvement in each given year as identified below.

## Focus for academic year 2020/21

The curriculum development group for the academic year 2020/21 will focus on the culture of reading for the Trust. The development group outcome will be all schools will have a well-defined culture of reading within them, built on research-based best practice.

## Key elements of the Terms of Reference

- To monitor, evaluate, challenge and support the work of leaders within the Trust to develop a culture of reading in all schools
- To represent the context of individual schools to ensure the bedding and sharing of best practice
- To review and evaluate the quality of reading provision across trust schools

- To support the implementation of new strategies which enhance the quality of reading
- To report to the development group individual school success and challenge that will enable the trust to build the overall strategy for the culture of reading
- To report to the individual local governing body the development work of the trust.

## Relationship with other Committees

This development groups should have strong links both with the trust committees and the local governing bodies. It is therefore recommended that at least one trustee should be a member of the Standards and Effectiveness Committee to ensure joined up decision making and thinking.

## Terms of Reference review

These Terms of Reference should be reviewed on an annual basis as a minimum. Executive Officers will be expected to keep up to date with statutory and other changes on an ongoing basis in order to ensure trustees are kept well informed of such changes and their impact on these Terms of Reference.