



ARDEN MULTI-ACADEMY TRUST

Teaching & Learning Committee Terms of Reference

1 Constitution

- ✓ The board of Trustees of Arden Multi – Academy Trust (the **Trust Board**) hereby resolves to establish a subcommittee of the Academy Local Governing Body (LGB) to be known as the Teaching and Learning Sub Committee (the **Sub Committee**).

2 Membership

- ✓ The Sub Committee shall have a minimum of three local governors and a maximum of seven, known as the Sub Committee members.
- ✓ The LGB shall at the first meeting of each academic year elect a local governor to act as chair of the Sub Committee (the **Chair**). The Sub Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- ✓ The Trust shall ensure that a clerk is available to take minutes at meetings of the Sub Committee.
- ✓ The Sub Committee may invite attendance at meetings from persons who are not Directors or Sub 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. The committee shall have in attendance the Deputy Headteacher to coordinate with and assist the committee.

3 Remit and responsibilities of the Sub Committee

- ✓ The Sub Committee shall be responsible for the matters set out in the Schedule.

4 Proceedings of Sub Committee meetings

- ✓ The Sub Committee will meet as often as is necessary to fulfil its responsibilities but should meet three times a year.
- ✓ Any two Sub Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- ✓ The quorum for the transaction of the business of the Sub Committee shall be a majority of the Sub Committee members (subject to a minimum of three members).
- ✓ Every matter to be decided at a meeting of the Sub Committee must be determined by a majority of the votes of the members present and voting on the matter.
- ✓ Each member present in person shall be entitled to one vote.
- ✓ Where there is an equal division of votes the Chair shall have a casting vote.
- ✓ A register of attendance shall be kept for each Sub Committee meeting and published annually.

5 Authority

- ✓ The Sub Committee is authorised by the LGB to:
 - 5.1 carry on any activity authorised by these terms of reference; and
 - 5.2 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 Reporting Procedures

- ✓ Within 14 days of each meeting the Sub Committee will:
 - 6.1 produce and agree minutes of its meetings;
 - 6.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the LGB, (iii) any items for the information of the LGB and (iv) items for further discussion by the LGB. (together called the “**Sub Committee Reports**”).

- ✓ The Sub Committee Reports can be agreed by Sub Committee members by email and will have been checked for factual accuracy by the Deputy Headteacher before being sent out.
- ✓ The Sub Committee Reports will be sent to the LGB within 21 days following each Sub Committee meeting.
- ✓ The Sub Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- ✓ The Sub Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the LGB.

[date of approval]

Schedule

Responsibilities of the Teaching and Learning Sub Committee

Targets

- 1 Recommending to the LGB for approval the educational targets of the Academy (in consultation with the Associate Headteacher), including, but without limitation, determination of the Academy's development plan.

Review

- 2 Considering and evaluating the performance of the Academy against KPIs set by the Trust Board (in consultation with the relevant Local Governing Body) in relation to academic and other matters.
- 3 Holding the Academy's leadership to account for academic performance, quality of care and quality of provision.
- 4 Monitoring the overall effectiveness and efficiency of leadership and management at the Academy.
- 5 Receiving reports on the quality of teaching and learning and making recommendations to the LGB as requested.
- 6 Commenting and advising on the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.
- 7 Considering the aims and priorities for raising standards of achievement in the Academy's strategic plan.

Curriculum Issues & Other Matters

- 8 Considering and appraising all curriculum issues, including advising the Associate Headteacher on the Academy's written statement of the curriculum policy.
- 9 Ensuring that the Academy fulfils its legal requirement to publish information about the Academy's performance and curriculum.
- 10 Hearing appeals from parents against decisions by the Associate Headteacher to lift or change the National Curriculum provision for a pupil should the appeal reach Stage Two.

Policies & Training

- 11 Receiving and considering revisions to policies which relate directly to the work of this Committee.
- 12 Working on behalf of the Trust Board to ensure each Academy complies with its commitment to training for all personnel.

Stakeholder Engagement

- 13 Promoting partnership working between parents / carers and the Academies to promote high standards of learning by students.
- 14 Undertaking consultation with students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the Academy to assess its performance against its stated aims and objectives.
- 15 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.

General

- 16 Reviewing or investigating any other matters referred to the Committee by the Trust Board.
- 17 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.

Specific Matters

The Sub Committee will communicate with the BSII Committee to ensure all aspects of the Ofsted framework are covered in order to challenge and support school leaders throughout the academic year.