TEACHING LEARNING & WELFARE COMMITTEE
TERMS OF REFERENCE

1. Membership

1.1 The Committee will be composed of between 3 and 5 committee members.

1.2 The membership of the Committee may include persons who are not Trustees, provided that a majority of Committee members are Trustees.

1.3 The membership of the Committee will be agreed on an annual basis at the first meeting of the Board in the autumn term.

2. Quorum

2.1 The quorum for the Committee is any one half (rounded up to the nearest whole number) of the members of the Committee.

3. Meetings

3.1 The Committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.

3.2 **Chairing:**

i. The Chair of the Committee will be elected by the Board of Trustees on an annual basis at the first meeting in the autumn term.

ii. In the absence of the Chair the Committee will elect a temporary replacement from among the Trustees present at the Committee meeting.

3.3 **Clerking:**

i. The Governance Professional will circulate an agenda for each meeting and papers at least a week before the Committee meeting.

ii. The Governance Professional will take notes of the meeting.

3.4 **Meeting Records:**

Attendance at the meeting, issues discussed and recommendations for decisions will be recorded. The written record will be prepared in sufficient time for its inclusion on the agenda and papers of the next meeting of the Board, where reasonable, to:

i. ensure compliance with statutory requirements;

ii. to provide information to the Board;

iii. to seek approval of recommendations;

iv. to report the discharge of any delegated powers.

3.5 All members of the Committee may vote at Committee meetings. Where necessary, the elected Chair of the Committee may have a casting vote.

3.6 Trustees should ensure that any pecuniary or conflicts of interest relating to the specific agenda are declared at each meeting by everyone present.

4. Delegated Powers

4.1 See the Financial Regulations and Scheme of Delegation.

4.2 The Committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including members of staff

or other Trustees.

4.3 In the event of a need to make genuinely urgent decisions between meetings, the Chair of the Board, in consultation with the Chief Executive and the Committee Chair, will take appropriate action on behalf of the Committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Board.

5. Key Responsibilities

5.1 The Committee will be responsible for the detailed consideration as to the best means of fulfilling the Trust's responsibility to ensure appropriate educational outcomes for its pupils.

5.2 To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.

5.3 To scrutinise the Trust and Academies' teaching, learning and welfare, most particularly by:

i. Receive information and advice from the Trust Executive team, and other staff as required and will seek opportunities for wider consultation when this is appropriate.

ii. Ensuring the Trust has clear expectations about what constitutes a broad and balanced curriculum and supports its academies with the ongoing development of the curriculum through the provision of standards, resource management and opportunities for collaboration.

iii. Maintain strategic oversight of school improvement activities across the academies and follow up any significant issues in relation to provision and recommend these to the board for approval.

iv. Enable academies to provide key stage benchmarks to complement national standardised assessments, these include formative and non-formative assessments and use of tracking of records for pupil progress.

v. Set clear expectations to ensure that academies assess and report impact on pupil welfare, attendance, suspensions, exclusions, part-time tables, elective home education and children missing from education.

vi. Understand additional funding streams for SEND and pupil premium and how these funds are being utilised for pupils.

vii. Ensuring that the Trust has robust effective systems and processes for safeguarding and identification of pupils at risk of harm.

viii. Ensure safer recruitment practices are effective and systematically applied for all posts.

ix. Support academies by setting standards, beyond academic, to provide curriculum enrichment programmes and activities to support preparation for adulthood, careers education and mental health.

x. Committee considers the impact on working arrangements and the delivery of quality education through a wellbeing lens, to ensure the welfare of staff.

5.4 The Chair of the Committee will be responsible for giving a summary of the Committee's deliberations and key decisions, at meetings of the Board.

6. Key Tasks

6.1 Teaching and Learning

i. Ensure all pupils are supported and valued and that appropriate SEND provision is made available for them to access.

ii. To consider evidence and adequacy of plans with regard to quality of teaching and learning provided to pupils.

iii. To consider the views of parents and pupils in relation to the quality of provision.

iv. Review, approve and assess impact of the curriculum policies for all learners.

v. Oversee whole academy targets for educational outcomes.

vi. To consider and approve the plans to develop and support the professional development of all staff alongside the resources required.

vii. To consider and respond appropriately to requests from other academies, schools and local communities.

viii. To ensure arrangements for monitoring and quality assurance are effective and drive school improvement at a Trust and academy level.

6.2 Welfare

i. To review the impact of ECH plans and the cycle of review and updates

ii. To ensure matters related to 'supporting pupils with medical conditions' are reviewed to support the welfare of pupils.

iii. To review behaviour and attendance indicators, impact of outcomes and plans to address where these do not meet Trust standards and/or academy whole school targets.

iv. Review parental complaints and/or complements to drive cycles of continuous improvement.

6.3 Policy and Governance

i. To recommend, monitor and evaluate assigned statutory policies and documents.

ii. To act upon any recommendations made by other committees and to consider any other matters where requested to do so by the Board, and

iii. To report to the Board on the discharge of all the above duties.