

WMAT School Improvement Committee

2018-19 Terms of Reference

Aim

To ensure that all students make outstanding progress through enjoyment and achievement

• **Responsibilities**

- To be jointly responsible for monitoring the impact of school improvement in all MAT Schools
- To be jointly responsible for monitoring the progress and outcomes of all children within the MAT from EYS to year 13
- To review key national initiatives and monitor the delivery of appropriate responses
- To scrutinise, consider and challenge a wide range of teaching and learning targets, including overall performance across all schools.
- To exercise delegated functions, make appropriate recommendations and provide information and advice on performance and standards matters to the MAT Directors.
- To work with other committees and provide input to any committee plans to ensure performance and standards are properly considered and appropriate funding assigned.
- To ensure all statutory requirements covered by its remit are met or discharged.
- To respond to requests or submit appropriate recommendations and reports to the MAT Directors.
- To ensure major issues are referred to the MAT Directors.
- To regulate LGB responsibilities as they relate to school improvement.

These include

Implementation of the Safeguarding policy,
Deployment of Pupil premium funding,
School specific content of websites and prospectuses,
Development and implementations of admissions policies,
Management of fixed term and permanent exclusion of students,
Behaviour policy
Performance management policy
RE provision

• **Roles**

Leadership:

- ✓ To monitor and review progress against the SDP and self-evaluation of all MAT Schools.
- ✓ To provide strategic leadership to Local Governing Bodies on issues related to pupil performance and standards.
- ✓ To Coordinate MAT response to OFSTED inspection visits and final reports, including impact on all schools of any standards related matters.

Data:

- ✓ To agree a common framework for data reporting that supports transition from each KS.
- ✓ To monitor the attainment and progress of all children at least 3 times each year using school data
- ✓ To produce a summary report for the directors as required.
- ✓ To receive and act on, as appropriate, an annual summary analysis of each year's statutory data and advise the MAT Directors and hold the Local Governing Bodies (as appropriate) accountable for any issues arising.
- ✓ To consider and advise the MAT Directors and Local Governing Bodies (as appropriate) on matters relating to the schools' curricula, including statutory requirements.

Teaching:

- ✓ To review the monitoring of the quality of teaching in all MAT schools

Curriculum:

- ✓ To provide a strategic oversight of the curriculum in each MAT school.
- ✓ To monitor the effectiveness of each curriculum in support of KS transition
- ✓ To strategically review curriculum related policies, specifically the Teaching and Learning and Sex and Relationship policies.

Development Planning:

- ✓ To agree common school development themes and an appropriate response to the challenges identified.
- ✓ To consider and advise the MAT Directors on issues which have implications for Finance and Personnel decisions.

Reporting:

- ✓ Submit agreed reports to the MAT Directors, to an agreed timetable, for approval on pupil performance and the quality of teaching, as contained in the MAT Development Plan.
 - ✓ Report and recommend to the Mat Directors any revisions to any individual school's targets and seek approval for any significant changes.
 - ✓ Report to the MAT Directors on each individual school's performance against national tests and examinations.
 - ✓ Report and recommend to the MAT Directors any action plan in response to OFSTED inspection findings on any standards related matter.
- Membership and meetings

Committee Membership and Meetings

1. Max size of committee 7 including a majority of Board members.
2. Head Teachers from all WMAT schools are invited to attend and contribute to School Improvement Committee Meetings.
3. Additional attendees can be invited to assist or advise on a particular matter or range of issues. Any board member may attend a meeting as an observer.
4. The membership will be agreed annually at the first meeting of the board in the autumn term.

5. The Chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the Chair is absent from a meeting the committee will elect a temporary replacement. No employee or non-director can be a Chair.
6. The quorum for each committee meeting is fixed at 3 and must include a majority of board members eligible to vote.
7. All members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.
8. The committee must meet at least four times each academic year, prior to WMAT Board meetings, and as often thereafter as is necessary to fulfil its responsibilities.
9. The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated as part of the agenda and papers of the next Board meeting.

Policies and Procedures assigned to this committee are:

Prospectus and website (As pertain to the MAT)

WMAT Behaviour principles statement

These Terms of Reference for the School Improvement Committee of the WMAT were approved by The Directors of the WMAT

Review Due September 2019.