

School Effectiveness Committee Terms of Reference

Adopted by the Trust Board: October 2023

Review due: Autumn 2024



Purpose of the committee:

The purpose of the School Effectiveness Committee is to monitor the curriculum, standards and quality of educational provision, including the provision to enable all involved with the school to experience 'life in all its fullness'.

1.0 CONSTITUTION

1.1 The Board of Trustees (the Directors) of Birmingham Diocesan Multi-Academy Trust (BDMAT) referred to as the Trust Board, hereby resolves to establish a committee of the Trust Board to be known as the School Effectiveness Committee (the Committee).

2.0 MEMBERSHIP

2.1 The Committee shall have a minimum of three members and a maximum of six members. A majority of Committee members must be Directors of the Trust Board.

2.2 The Committee's members will be established each autumn at the first full board of directors (see minutes for the current set of directors on this committee)

2.3 The Trust Board will appoint one of the members of the Committee as its chair (the Chair). The CEO and Director of Education are not eligible to be elected as Chair of the Committee.

2.4 No person may act as Chair under paragraph 2.3 unless they are also a member of the Trust Board.

2.5 The Chair of Directors shall ensure that a clerk is provided to take minutes at meetings of the Committee.

2.6 The Committee may invite attendance at meetings from persons who are not Directors or 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.

3.0 REMIT AND RESPONSIBILITIES OF THE COMMITTEE

3.1 The Committee shall be responsible for the matters set out in the terms of reference.

4.0 PROCEEDINGS OF COMMITTEE MEETINGS

4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year

- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the directors present and voting on the matter. Should the meeting not be quorate, an email vote is permitted following the meeting.
- 4.5 Each director present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

5.0 AUTHORITY

- 5.1 The Committee is authorised by the Trust Board to:
 - Carry out any activity authorised by these terms of reference; and
 - 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.

6.0 REPORTING PROCEDURES

- 6.1 Within 14 days of each meeting the Committee will:
 - Produce minutes of its meetings that summarises the meeting and identifies: (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board.
- 6.2 The Minutes can be agreed by Committee members by email if urgent, otherwise they will be agreed at the next Committee meeting.
- 6.3 The Minutes will be sent to the Trust Board for the next full board meeting following each Committee meeting, unless urgent in which case they will be sent by email.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

7.0 TERMS OF REFERENCE

- 7.1 Receive reports on the educational targets of the schools and progress towards these from the Director of Education
- 7.2 Considering and evaluating performance of the schools against KPIs set by the Trust Board in relation to schools and other matters.
- 7.3 Oversight of the school's effectiveness to deliver against the MAT's vision of 'life in all its fullness', including ensuring a broad, balanced and relevant curriculum for all pupils;
- 7.4 Oversight of the effectiveness of the Christian Character of the school
- 7.5 Monitoring the overall effectiveness and efficiency of leadership and management at the schools, including behaviour and quality of care and quality of provision
- 7.6 Considering and evaluating the effective use of the Pupil Premium funding by the schools and its impact on the achievement of success criteria.
- 7.7 Receiving reports on the quality of teaching and learning and making recommendations to the Trust Board.
- 7.8 Commenting and advising on the self-evaluation process and the areas for improvement with particular regard to outcomes and success criteria.
- 7.9 Receive reports from the Director of Education on schools' strategic plans.
- 7.10 Receiving reports from the Director of Education regarding student attendance, exclusions, punctuality and disciplinary matters for each school.
- 7.11 Receive OFSTED and SIAMS reports related to each school and monitor progress towards development points raised in the reports
- 7.12 Ensuring that the legal requirements for children with special educational needs and disabilities are met and that they are given support for learning.
- 7.13 Ensuring that each school fulfils its legal requirement to publish information about their school's performance and curriculum and other information legally required on the school's website.
- 7.14 Receiving and considering revisions to policies which relate directly to the work of this Committee including but not limited to special educational needs, spiritual, moral and cultural development, attendance, punctuality, behaviour, rewards and sanctions, home-school agreements, uniform, homework, equal opportunities, and relationships and sex education.
- 7.15 Working on behalf of the Trust Board to ensure each school complies with its commitment to training all personnel.

- 7.16 Promoting partnership working between parents / carers and the schools to promote high standards of attendance, behaviour and learning by students.
- 7.17 Undertaking consultation with students, parents / carers and other stakeholders as part of a programme of regular self-evaluation by the schools to assess its performance against school aims and MAT KPIs.
- 7.18 Ensuring that such feedback is used to support the development of best practice and to promote the quality of the overall student experience.
- 7.19 Escalating safeguarding concerns raised at meetings to the full board.
- 7.20 Reviewing or investigating any other matters referred to the Committee by the Trust Board.
- 7.21 Drawing any significant recommendations and matters of concern to the attention of the Trust Board.
- 7.22 Consider any other matters where requested to do so by the Trust Board.

Appendix 1

Membership of School Effectiveness Committee:

Name	Role
Christine Arrowsmith	Director
Geoff Harley-Mason	Director
Heidi Leung	Director
Christopher Mansell	Director and CEO
Revd Canon Barrie Scott	Director and Chair
Sarah Smith	Director

Clerk for committee: Sheila Benbow