

**CURRICULUM, WELFARE & ACHIEVEMENT COMMITTEE**

**TERMS OF REFERENCE**

1. **GENERAL** 
   1. The terms of reference of the Curriculum, Welfare & Achievement (CWA) Committee of the Local Academy Board (“the committee”) must be approved by the full Local Academy Board (LAB) and reviewed each year. They provide the sole, agreed framework within which the committee operates.
2. **PURPOSE** 
   1. The purpose of the committee is to assist the decision making of the LAB by keeping up to date policies for curriculum, including SEN, student welfare, equal opportunities and citizenship education, and to report on teaching and learning standards and achievement, for the approval of the LAB.
   2. The Committee will make appropriate comments and recommendations on such matters to the LAB on a regular basis.
   3. The Committee is also empowered to set up such sub-committees as it deems appropriate and to deal with such other matters as the LAB may from time to time determine. Major issues will be referred to the full LAB for ratification.
3. **MEMBERSHIP** 
   1. The Committee shall comprise a minimum of three governors appointed by the LAB to serve until the first Board meeting of the next academic year.
   2. The Headteacher will also be *ex officio* member of the Committee.
   3. The Committee may appoint up to two other persons as Associate Members, who shall not be entitled to vote nor to count as part of a quorum.
4. **QUORUM** 
   1. The quorum of the Committee is three Governors who are members of the Committee.
5. **MEETINGS** 
   1. Members of the committee are entitled to seven days’ notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the Chair decides that the issue needs urgent attention.
   2. Other members of the LAB may attend any meeting of any committee, but they may not vote and may be asked to leave if confidential matters are to be discussed.
   3. The rules for declaration of interest and withdrawal from the meeting are the same as for full LAB meetings.
6. **CHAIR** 
   1. At its first meeting of each academic year, or when casual vacancies occur, the Committee shall elect a Chair and a Vice-Chair, who shall not be employees of the Trust. In the absence of the Chair the Committee will elect a temporary replacement from among the directors present at the committee meeting.
   2. The Chair of the Committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
   3. The Chair of the Committee will be responsible for presenting the minutes of meetings of this committee to the Board of Directors.
7. **VOTING** 
   1. Any Governor may attend the committee meetings, but only CWA members have voting rights.
   2. Any question put to a vote will be determined by a majority of votes from all Governors present and entitled to vote. Where there is an equality of votes for and against a resolution the Chair (or deputy in the absence of the Chair) has a second casting vote.
8. **PARTNERSHIP WITH THE HEADTEACHER AND OTHERS** 
   1. In carrying out its functions the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.
   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 parents and members of the academy staff who are not directors.
9. **RESPONSIBILITIES**

The Committee has delegated powers to carry out the following specific tasks:

* 1. To establish and review curriculum policies
  2. To monitor and review educational standards
  3. To consider new learning initiatives
  4. To prepare information and report to the Board on targets for achievement -
     1. Raising expectations of what students can achieve
     2. Engaging students in their learning
     3. Empowering staff at all levels to lead and develop good practice across the school
  5. To review staffing in relation to the curriculum, including
     1. staffing levels for learning and administration (not recruitment policies and other personnel matters)
     2. resources for learning across departments
  6. To ensure that the staffing structure is drafted with the Headteacher for referral to the Finance, Premises & Personnel (FPP) Committee, and approval by the Board
  7. To ensure that recommendations regarding student welfare are being adopted at all levels of the school, following the principles and outcomes for Every Child Matters
  8. To ensure the school meets statutory requirements, including collective worship, citizenship education, Personal, Health, Social and Citizenship Education and Economic Well-being (PHSCEE), Special Educational Needs (SEN) and equalities
  9. A joint panel of FPP and CWA will be drawn on for the recruitment and appointment of the Headteacher and Senior Leadership Team.
  10. A panel of governors from the committee to act as the second formal stage of any Student Appeals procedure following the first stage conducted by the Headteacher
  11. Committee members will lead on priority areas determined by the committee to include statutory policy areas relevant to the committee remit, and to oversee projects in support of SLT, reporting to the committee (current roles are: School Council; Curriculum link (Mathematics); Student interns; SEN; Safeguarding)
  12. In addition the committee may:
      1. Contribute to the formulation of the Trust’s development plan, through the consideration of financial priorities and proposals, in consultation with the headteacher, with the stated and agreed aims and objectives of the Trust.
      2. Consider and make recommendations on other related matters not specifically delegated by the Board of Directors.
      3. Contribute to the Board of Directors and school self review with particular reference to OFSTED Self Evaluation Form – SEF.
      4. Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.
      5. Prepare for the Board of Directors any appropriate report to parents (or others) on matters relating to the work of the Committee.

1. **MINUTES** 
   1. Attendance at each committee meeting, issues discussed and recommendations and decisions will be recorded.
   2. The written record will be forwarded by the Committee to the Clerk to the Board of Directors in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole Board of Directors. This is to meet statutory requirements, to provide information to the whole Board of Directors and to seek ratification of decisions and recommendations.
   3. All minutes must be circulated to the whole Board of Directors at least one week prior to the next full Board of Directors meeting.

**The full Board of Directors agreed these terms of reference on dd mmm 2019**.