



Oxford Diocesan Schools Trust **Academy Improvement Committee –Terms of Reference**

Purposes of the committee

The over-arching purpose of the ODST and (by delegation) all of its committees, is to deliver our vision: the belief in educational excellence. We aim to serve our pupils, staff, parents and their local community by providing academies with the highest levels of academic rigour and pastoral care. Through this purpose, the Board/Committee(s) will enable ODST's academies to be places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

The specific purpose of this committee is to ensure Christian distinctiveness is upheld and permeates all aspects of school improvement.

Membership

Membership and terms of reference will be reviewed annually by the board (see below).

- The committee shall consist of between 3 and 5 Directors chosen by the full Board. The committee will be served by the Lead Officer (Deputy Director of Education - Academy Effectiveness) and other Diocesan officers as appropriate. The committee may have such co-opted non-voting members as the Board of Directors shall appoint. *The number of directors must exceed the number of non-directors on the committee.*

Quorum

The quorum shall be three directors. (It is the responsibility of officers to alert the clerk in the event of known non-attendance of meeting).

Meetings

The committee will meet at least once per term /3 times annually. The committee shall elect a Chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the subsequent Board of Directors meeting.

Terms of Reference

- To ensure Christian distinctiveness is upheld and permeates all aspects of school

improvement.

- To ensure and review the regular evaluation of academies' attainment, pupil progress, attendance and general improvement via termly reports from the Head Teachers/Academy Principals.
- To ensure academy targets are appropriately set to maximise attainment and pupils' progress.
- To evaluate the academies' performance through a range of measures including their own SEF, Ofsted and SIAMs reports, ensuring appropriate action is planned and taken in order for the academy to meet agreed targets.
- To ensure that all reasonable measures are taken to ensure that pupils' SEND requirements are being met, through Annual SEND reviews, and including the effective deployment of Pupil Premium Grant.
- To ensure that an appropriate, high- quality academy development plan is written and in place and implemented and regularly monitored and reviewed at LGB level.
- To support and encourage curriculum development engaging with national guidance as appropriate.
- To monitor the impact of any external partnerships commissioned by the Trust to support its academies (e.g. Oxford Brookes School of Education, Challenge Partners etc.)
- To evaluate summative information on the performance of its academies comparing this to National figures.
- To ensure that school improvement resources are properly prioritized.
- To ensure that the Local Governing Bodies meet the requirements of the appropriate scheme of delegation (VA or VC) and have oversight of the appointment of LGB members.

Powers of the committee

The committee has full delegated decision making powers other than for decisions involving additional expenditure in excess of funds delegated to it, which should be referred to the full Board of Directors.

No vote on any matter may be taken unless a quorum is present. The Chair has a casting vote.

Recording and reporting of meeting

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated before the full ODST directors' meeting following the committee meeting.

Review of terms of reference and membership

This will be undertaken annually, by the full Board of ODST.

Date last reviewed: July 19, 2018